



Cassowary Coast Regional Council  
Local Disaster Management Group



# LOCAL DISASTER MANAGEMENT PLAN

Public Copy

Under the provisions of the *Queensland Disaster Management Act 2003*

A joint management group comprising of local and state government agencies in the planning of all aspects of disaster preparedness, prevention, mitigation, response and recovery of our communities.



## **AUTHORITY FOR PLANNING**

The Cassowary Coast Regional Council Local Disaster Management Plan has been prepared by the Local Disaster Management Group in accordance with the *Disaster Management Act 2003 Section 57(1)* to ensure the effective coordination of resources necessary to counter the effects of disasters within the Cassowary Coast Regional Council area.

## **APPROVAL**

This plan is recommended for distribution by the Cassowary Coast Regional Council Local Disaster Management Group.



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**Chairperson  
Cassowary Coast Regional Council Local Disaster Management group**

**Dated** 14 /12 /2022

Approved for distribution by the Cassowary Coast regional Council.

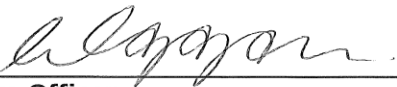


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**Mayor  
Cassowary Coast Regional Council**

**Dated** 14 /12 /2022

Endorsed by the Innisfail District Disaster Management Group.



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**Executive Officer  
Innisfail District Disaster Management Group**

**Dated** 14 /12 /2022

## **CASSOWARY COAST REGIONAL COUNCIL LOCAL DISASTER MANAGEMENT GROUP DISASTER MANAGEMENT SYSTEM**

The Cassowary Coast Regional Council Local Disaster Management Group will systematically develop a 'Disaster Management System', which will encompass a suite of portfolio plans. The functional planning regime is as follows –

<b>Portfolio No.</b>	<b>Portfolio Description</b>	<b>Status</b>
Portfolio #1	Disaster Management Plan	Completed
Portfolio #2	Disaster Coordination Centre Activation Plan	Completed
Portfolio #3	Public Information & Warnings Plan	Completed
Portfolio #4	Evacuation Plan; inc Tsunami Section	Completed
Portfolio #5	Community Emergency Support Plan	Completed
Portfolio #6	Impact Assessment Plan	Completed
Portfolio #7	Transport Plan	N/A
Portfolio #8	Financial Management Plan	Completed
Portfolio #9	Logistics Plan	Completed
Portfolio #10	Public Health / Medical Services Plan; inc Pandemic Section	Completed
Portfolio #11	Public Works & Engineering Plan	Completed
Portfolio #13	Re-Supply Operations Plan	Pending
Portfolio #14	Disaster Management Public Education Plan	Completed
Portfolio #15	Cassowary Coast Recovery Plan	Completed
Portfolio #16	Cardwell Shire Council Disaster Risk Study	Completed
Portfolio #17	Media Management Plan	Completed
Portfolio #18	CSC Flood & Storm Surge Inundation Study	Completed
Portfolio # 19	Johnstone Shire Council Disaster Risk Study	Completed
Portfolio # 20	Johnstone Shire Council Flood Study	Completed
Portfolio # 21	Johnstone River Flood Study 2003	Completed

# Portfolio # 1

# Disaster Management Plan

This document is a controlled document and is not to be altered in any way other than those amendments issued by the Cassowary Coast Regional Council Local Disaster Management Group.

For ease of amendment numbering of sections is used in this document. When an amendment is required, only the section amended will be forwarded to plan holders.

<b>Amended Section</b>	<b>Date of Amendment</b>	<b>Amended By</b>	<b>Date Entered</b>
Distribution List	26 <sup>th</sup> Nov 2009	C Washbourne, CCRC	27 <sup>th</sup> Nov 2009
Section Three – Page 4,9,10 & 11	26 <sup>th</sup> Nov 2009	C Washbourne, CCRC	27 <sup>th</sup> Nov 2009
Section 9 - Response	26 <sup>th</sup> Nov 2009	C Washbourne, CCRC	27 <sup>th</sup> Nov 2009
Section 14 – Contact List – Page 1-7	26 <sup>th</sup> Nov 2009	C Washbourne, CCRC	27 <sup>th</sup> Nov 2009
Appendix G – Dangerous Goods & Inflammable Liquids	12 <sup>th</sup> Nov 2009	Hazardous Industries and Chemicals Branch, WH&S Qld, Dept of Justice & Attorney General	27 <sup>th</sup> Nov 2009
Appendix B – Ergon Priority List	30 <sup>th</sup> Nov 2009	A Musumeci, CCRC	1 <sup>st</sup> Dec 2009
Appendix H – Plant Register	25 <sup>th</sup> Feb 2010	P Valenti, CCRC	25 <sup>th</sup> Feb 2010
Amendment Register	25 <sup>th</sup> Feb 2010	C Washbourne, CCRC	25 <sup>th</sup> Feb 2010
Functional Planning Regime	25 <sup>th</sup> Feb 2010	C Washbourne CCRC	25 <sup>th</sup> Feb 2010
LDMG Functions and Compositions	14 <sup>th</sup> Nov 2012	A Portelli CCRC	21 Nov 2012
Local Disaster Management Functional Register	14 <sup>th</sup> Nov 2012	A Portelli CCRC	21 Nov 2012
Local Disaster Management Functional Register	14 <sup>th</sup> Nov 2012	A Portelli CCRC	21 Nov 2012
New Section 1.3 – Terms of Reference	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 1.9 page 4	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 1.6 pages 2 & 3	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 6.2	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 7.1	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 10.2	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 7	9 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
LDMG Contact List	11 <sup>th</sup> January 2013	A Portelli CCRC	11 <sup>th</sup> Jan 2013
Section 1.9	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 1.11	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 1.12	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 1.13	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 1.14	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 4.10	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 6.2.4	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013

Section 7.1	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 7.2	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 7.2.1	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 7.3	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 7.4	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 7.6	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 8 (Replace entire section)	7 <sup>th</sup> August 2013	A Portelli CCRC	8 <sup>th</sup> Aug 2013
Section 3.4	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Section 3.5	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Section 3.9	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Add new Section 1.15	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Add new Section 1.16	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Section 7.6	13 <sup>th</sup> August 2014	A Portelli CCRC	15 <sup>th</sup> August 2014
Update wording to replace EMQ with QFES	9 <sup>th</sup> November 2015	A Portelli CCRC	11 <sup>th</sup> November 2015
Section 1.1	9 <sup>th</sup> November 2015	A Portelli CCRC	11 <sup>th</sup> November 2015
Section 8.4	9 <sup>th</sup> November 2015	A Portelli CCRC	11 <sup>th</sup> November 2015
Annual Review and QLD Gov Dept name changes	2 <sup>nd</sup> September 2016	A Portelli CCRC	2 <sup>nd</sup> September 2016
Annual Review and QLD Gov Dept name changes	13 <sup>th</sup> September 2017	A Portelli CCRC	13 <sup>th</sup> September 2017
Annual Review and QLD Gov Dept name changes	16 <sup>th</sup> August 2018	A Portelli CCRC	16 <sup>th</sup> August 2018
Annual Review and QLD Gov Dept name changes	19 <sup>th</sup> September 2019	A Portelli CCRC	19 <sup>th</sup> September 2019
Annual Review – various minor amendments	15 <sup>th</sup> August 2020	A Portelli CCRC	15 <sup>th</sup> August 2020
Annual Review – various minor amendments	2 <sup>nd</sup> September 2021	A Portelli CCRC	2 <sup>nd</sup> September 2021
Annual Review – various minor amendments	24 <sup>th</sup> August 2022	A Portelli CCRC	24 <sup>th</sup> August 2022

## DISTRIBUTION LIST

<b>Organisation</b>	<b>Position</b>	<b>Controlled Copy No.</b>	<b>Hard Copy</b>
Cassowary Coast Regional Council	Mayor (Chair LDMG)	1	1
	Councillor (Dep Chair LDMG)	2	1
	Chief Executive Officer	3	1
	Executive Manager CCRC	4	1
	Executive Officer LDMG	5	1
	Disaster Management Unit CCRC	6	1
	Director, Planning and Regional Development	7	1
	Director, Infrastructure Services	8	
	Director, Delivery Services	9	1
	Chief Financial Officer	10	1
	Chief People and Culture Officer	11	
	Tully Library	12	1
	Wongaling Beach Library	13	1
	Cardwell Library	14	1
	Innisfail Library	15	1
	Civic Centre Reception Tully	16	1
Innisfail District Disaster Management Group	District Disaster Coordinator	17	1
Queensland Fire and Emergency Services	Executive Manager – Emergency Management Northern	18	1
Queensland Police Service	Officers-in-Charge – within region	19	1
State Emergency Service	Local Controllers – Innisfail, Tully, Cardwell & Mission Beach	20	4
Queensland Fire and Emergency Service - Fire	District Inspector	21	1
Tully Hospital	Director of Nursing	22	1
Queensland Ambulance Service	Officers in Charge – Innisfail, Tully, Cardwell & Mission Beach	23	4
Innisfail Hospital	Director of Nursing	24	1
Ergon Energy	Area Operations Manager	25	1
Telstra	Area General Manager	26	1
Canegrowers	Manager	27	1
Cleanco Corporation	Kareeya Power Station Manager	28	1
NQ Joint Operations Support Staff (JOSS) Australian Defence Force	Officer in Charge	29	1
Department of Communities, Housing and Digital Economy	Recovery Manager	30	1
Cleanco/Koombooloomba Dam	Site Manager	31	1
Queensland Rail	Disaster Management Officer	32	1
NBN	Area Manager	36	1
Maritime Safety Queensland	Cairns Harbour Master	37	1

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## DISASTER MANAGEMENT DEFINITIONS

<b>Community</b>	A group of people with a commonality of association and generally defined by location, shared experience or function;
<b>Consequence</b>	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain;
<b>Disaster</b>	<p>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. For the purpose of this definition 'serious disruption' means:</p> <ul style="list-style-type: none"><li>• the loss of human life, or illness or injury to humans; or</li><li>• widespread or severe property loss or damage; or</li><li>• widespread or severe damage to the environment.</li></ul>
<b>Disaster Management</b>	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
<b>Disaster Operations</b>	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.
<b>Disaster response capability</b>	The ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with or help another entity to deal with an emergency situation or a disaster in the local government's area
<b>Emergency preparedness</b>	A state of readiness, which enables Government agencies involved in disaster management, the private sector, communities and individuals to mobilise, organise, and provide relief measures to deal with an impending or current disaster or the effects of a disaster.
<b>Event</b>	<ul style="list-style-type: none"><li>▪ a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;</li><li>▪ bushfire;</li><li>▪ an explosion or fire, a chemical, fuel or oil spill or a gas leak;</li><li>▪ an infestation, plague or epidemic;</li><li>▪ a failure of, or disruption to, an essential service or infrastructure;</li><li>▪ an attack against the State;</li><li>▪ another event similar to an event mentioned above.</li></ul>
<b>Hazard</b>	<p>An 'event' may be natural or caused by human acts or omissions. Something that has the potential to cause significant negative impacts on community elements (such as social, environmental and economic).</p>
<b>Level of risk</b>	Expression of the severity of a risk derived from consideration of likelihood the event will occur and the potential consequence that may arise.
<b>Likelihood</b>	An expression of how likely it is that a specific hazard will occur within a given time frame. It is used as a qualitative description of probability or frequency.
<b>Mitigation</b>	Measures taken in advance of a disaster, aimed at decreasing or eliminating its impact on society and the environment;

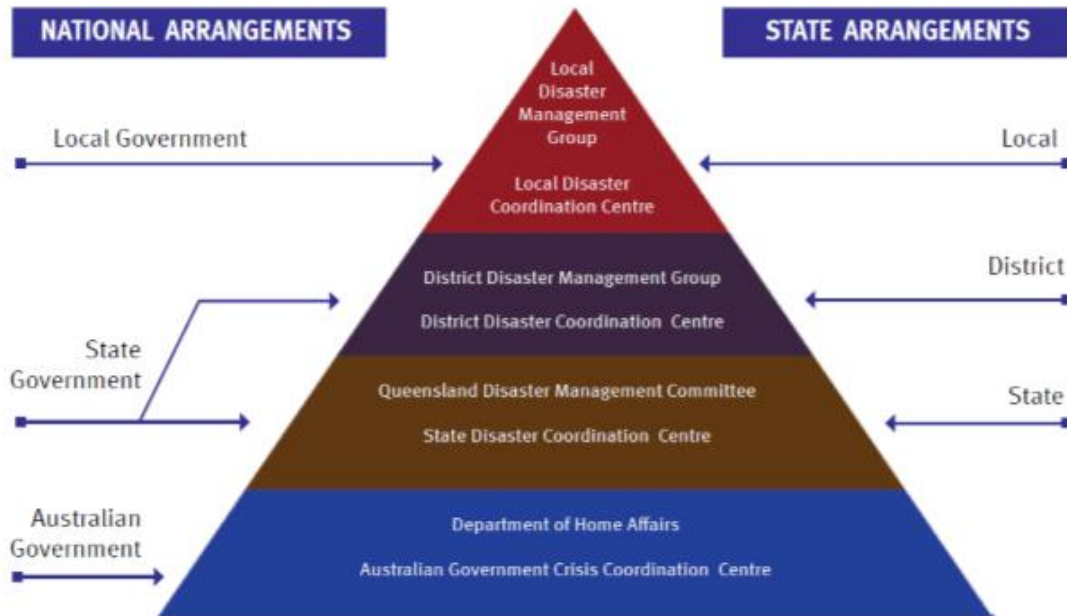
<b>Reconstruction</b>	Actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. Actions would include construction of permanent housing, restoration of all services and complete resumption of the pre-disaster state;
<b>Recovery</b>	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being;
<b>Rehabilitation</b>	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;
<b>Relief</b>	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;
<b>Residual risk</b>	Level of risk remaining after implementation of risk treatment;
<b>Risk</b>	Used to describe the likelihood of harmful consequences, arising from the interaction of hazards, vulnerable elements (i.e. the community) and the environment;
<b>Risk control</b>	That part of risk management which involves the provision of policies, standards and procedures to eliminate, avoid or minimise adverse risks facing a community;
<b>Risk identification</b>	The process of identifying what can happen, why and how;
<b>Risk management</b>	The culture, processes and structures that are directed towards realizing potential opportunities, whilst managing adverse effects;
<b>Risk reduction</b>	Actions taken to lessen the likelihood, negative consequences, or both, associated with a risk;
<b>Risk transfer</b>	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
<b>Risk treatment options (strategies)</b>	Measures contained within mitigation, preparedness, response and recovery programs that aim to eliminate or drastically reduce the level of risk.
<b>Review</b>	To inspect officially and in a formal, systematic way so as to ensure the currency, relevance and accuracy of plans, arrangements and associated documents,
<b>Serious disruption</b>	Serious disruption means: <ul style="list-style-type: none"> <li>(a) loss of human life or illness or injury to humans; or</li> <li>(b) widespread or severe property loss or damage; or</li> <li>(c) widespread or severe damage to the environment;</li> </ul>
<b>Vulnerability</b>	The degree to which a community may be adversely affected by a disaster. Vulnerability refers to the susceptibility and resilience of the community and environment to hazards.

## **ABBREVIATIONS USED IN DISASTER MANAGEMENT**

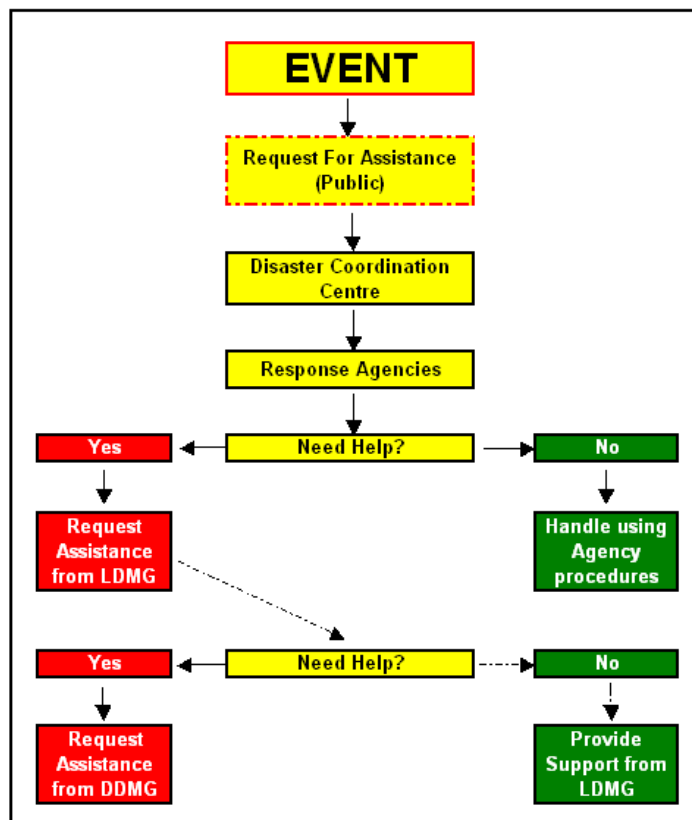
ADF	Australian Defence Force
AEMI	Australian Emergency Management Institute
BoM	Bureau of Meteorology
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DM Act	Disaster Management Act 2003
DNRME	Department of Natural Resources, Mines and Energy
DAF	Department of Agriculture and Fisheries
EMA	Emergency Management Australia
EPA	Environmental Protection Agency
GIS	Geographic Information System
Guidelines	Disaster Management Planning Guidelines
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
MIG	Major Incidents Group
NDRRA	Natural Disaster Relief & Recovery Arrangements
NDRMSP	Natural Disaster Risk Management Studies Program
PPRR	Prevention, Preparedness, Response, Recovery
QAS	Queensland Ambulance Service
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire and Emergency Service
QPS	Queensland Police Service
Q-Rail	Queensland Rail
SDCC	State Disaster Coordination Centre
SDCG	State Disaster Coordination Group
SDMC	State Disaster Mitigation Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning System
SOPs	Standard Operating Procedures
TPHU	Tropical Population Health Unit (Queensland Health)
XO	Executive Officer

# 1 PRELIMINARIES

## 1.1 THE DISASTER MANAGEMENT SYSTEM IN QUEENSLAND



The following table depicts the disaster management system in operation at local level:



## 1.2 PURPOSE OF THE DISASTER MANAGEMENT PLAN

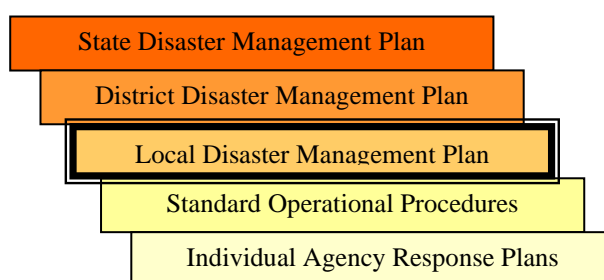
The purpose of the Plan is: -

- To operationalise Council's policies in relation to disaster management, through the formation and maintenance of a combined Local Disaster Management Group;
- To ensure the Local Government and the Local Disaster Management Group comply with their disaster management obligations under the *Disaster Management Act 2003*;
- For other purposes related to disaster management that the Local Government might determine.

## 1.3 TERMS OF REFERENCE

The Local Disaster Management Group and the Local Disaster Management Plan have been created incorporating the relevant provisions of the *Disaster Management Act 2003*

## 1.4 HIERARCHY OF PLANS



## 1.5 KEY OBJECTIVES

The primary focus of the Cassowary Coast Regional Council disaster management system is to mitigate the effects of disasters on the community by ensuring a coordinated effort by all levels of government and non-government entities with responsibilities or capabilities in disaster management.

To achieve a safer and more sustainable community this plan promotes:

- an ***all-hazards approach*** – promoting one management system for all hazards
- a ***comprehensive approach*** – covering all phases of activity including prevention, preparation, response and recovery

## 1.6 CASSOWARY COAST REGIONAL COUNCIL POLICY FOR DISASTER MANAGEMENT

This Local Disaster Management Plan has been developed in line with AS/NZS ISO 31000-2009.

The Cassowary Coast Regional Council is committed to:

- Working within the State Disaster Management Strategic Policy Framework, which focuses on a comprehensive, all hazards approach with all levels of government working in partnership to reduce the effects of disasters
- Protecting health, safety and quality of life
- Protecting our environment
- Recognising and valuing the benefits of partnership and collaboration across all levels of government, community and industry, in all aspects of disaster management
- Respecting the diversity of Queensland communities
- Ensuring accountability and transparency of disaster management in Queensland

Any risks or issues identified that are deemed to fall outside of the capacity of the Local Disaster Management Group, will be referred to the District Disaster Management Group.

### **1.7 INTEGRATION WITH CASSOWARY COAST REGIONAL COUNCIL'S CORPORATE, AND OPERATIONAL PLANNING PROCESSES**

Local government plays a major role in disaster management. Under the Disaster Management Act 2003 one of local governments' main roles is to ensure it has a disaster response capacity. An all hazards approach is taken when writing disaster management plans.

Council incorporates Disaster Management into Council's core business functions by -

- Assigning Council resources to maintain a capability to coordinate the response and resources for an event or disaster within the Cassowary Coast Regional Council area.
- Actively provide information and warnings about an event or disaster to the public and appropriate emergency services as per legislative responsibility
- Annually review and exercise disaster management plans.
- Actively provide public education on disaster preparedness.
- Actively mitigate against potential disaster situations to reduce community vulnerability.
- Liaise with Queensland Fire and Emergency Services on disaster management planning.
- Assist local SES groups to maintain operational standards.
- Actively provide disaster management training to staff and the Local Disaster Management Group.
- Actively work with the community towards strengthening community resilience against disasters.
- Assist State and Federal agencies in the recovery of the community after an event or disaster.

### **1.8 LOCAL GOVERNMENT DEVELOPMENT PRIORITIES**

In accordance with State Planning Policy, development approvals (Planning and Building) and sustainable agricultural management practices are adopted and assessed against the relevant legislation and Planning Scheme for the region.

## **1.9 LOCAL DISASTER MANAGEMENT GROUP FUNCTIONS AND COMPOSITION**

The Cassowary Coast Regional Council Local Disaster Management Group has the following functions:-

- To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under this Act;
- To perform a function incidental to a function mentioned above.

When a Member of the Local Disaster Management Group identifies a Deputy to act on their behalf, this Deputy will be appointed to the Local Disaster Management Group by signed notification which is then approved by the Chair of the LDMG.

Any member of the Cassowary Coast LDMG may appoint a delegate to attend the meetings on the member's behalf, and the delegate will have the authority to make decisions and commit resources affecting that organisation. Member Delegates are to be nominated to the LDMG by their respective Member Agencies in writing (Refer Appendix J) on agency letterhead.

Observers, Advisors and guests may attend the LDMG meetings and participate in discussions but do not form part of the Local Disaster Management Group or have voting rights.

The process for collection, storage and management of members, deputy members and advisors contact details will be in accordance with the Information Privacy Principles contained in schedule 3 of the Information Privacy Act 2009. Membership will be updated at least annually, in accordance with s.37 of the Disaster Management Act 2003.

Refer to Appendix A for current membership and contact details.

The State Disaster Management Group and the District Disaster Management Group (DDMG) are to be advised annually of membership of the Group under the requirements of Section 37 Disaster Management Act 2003.

All members of the Local Disaster Management Group must be duly appointed and must undertake training in terms of the Queensland Disaster Management Training Framework which can be located at

[Queensland Disaster Management Training Framework](#)

## **CASSOWARY COAST REGIONAL COUNCIL LOCAL DISASTER MANAGEMENT GROUP MEMBERSHIP**

The composition of the Cassowary Coast Regional Council Local Disaster Management Group is as follows:-

<b>Title</b>	<b>Organisation</b>
Mayor	Cassowary Coast Regional Council (Chairperson LDMG)
Councillor or Director	Cassowary Coast Regional Council (Dep Chairperson LDMG)
Local Disaster Coordinator	Cassowary Coast Regional Council
Director, Infrastructure Services	Cassowary Coast Regional Council
Director, Planning & Regional Development	Cassowary Coast Regional Council
Director, Delivery Services	Cassowary Coast Regional Council
Chief Financial Officer	Cassowary Coast Regional Council
Executive Manager	Cassowary Coast Regional Council
Chief People and Culture Officer	Cassowary Coast Regional Council
Emergency Management Coordinator	Queensland Fire and Emergency Service
Inspector/Officer In Charge	Queensland Fire and Emergency Service
Officer-in-Charge	Queensland Ambulance Service
Senior Sergeant	Queensland Police Service
Director of Nursing	Queensland Health
Senior Advisor Emergency Management	Queensland Rail (Advisory)
Cairns Harbour Master	Maritime Safety Queensland (Advisory)
Manager	Canegrowers Organisation Ltd (Advisory Member)
Area Manager	National Broadband Network (Advisory)
Recovery Manager	Department of Communities, Housing and Digital Economy



## 1.10 ROLES AND RESPONSIBILITIES OF PARTICIPATING AGENCIES

Agency	Roles & Responsibilities
<p><b>Local Government</b></p>	<ul style="list-style-type: none"> <li>▪ Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning)</li> <li>▪ Maintenance of normal Local Government services to the community:               <ul style="list-style-type: none"> <li>▪ Water</li> <li>▪ Sewerage</li> <li>▪ Refuse disposal</li> <li>▪ Public health</li> <li>▪ Animal control</li> <li>▪ Environmental protection</li> </ul> </li> <li>▪ Maintenance of a disaster response capability</li> <li>▪ Maintenance of telemetry and warning systems</li> <li>▪ Collection and interpretation of information from telemetry systems, conjointly with Bureau of Meteorology</li> </ul>
<p><b>Local Disaster Management Group (LDMG)</b></p>	<ul style="list-style-type: none"> <li>▪ Development of the comprehensive Local Disaster Management Planning strategies</li> <li>▪ Design and maintenance of a public education/awareness program Re: <i>Portfolio #14</i></li> <li>▪ Design, maintenance and operation of a Local Disaster Coordination Centre, including the training of sufficient personnel to operate the Centre</li> <li>▪ Coordination of support to response agencies</li> <li>▪ Reconnaissance and impact assessment</li> <li>▪ Provision of public information prior to, during and following disaster event impacts</li> <li>▪ Recommendations re areas to be considered for authorised evacuation (See Storm Tide Warning-Response System Handbook, where appropriate)</li> <li>▪ Public advice re voluntary evacuation. Storm Tide Warning Handbook (Queensland Disaster Management Committee / Bureau of Meteorology) – more appropriately the role of the DDC <u>for storm tide only</u></li> <li>▪ Identification, resourcing, staffing and operation of Evacuation Centres</li> <li>▪ Provision of locally based community support services</li> </ul>

<b>Agency</b>	<b>Roles &amp; Responsibilities</b>
<p><b>Queensland Fire and Emergency Services – Emergency Management/SES</b></p>	<ul style="list-style-type: none"> <li>• Functional lead agency for Warnings.</li> <li>• Primary agency to provide control, management and pre-incident planning of fires (structural, landscape and transportation).</li> <li>• Primary agency for chemical / hazmat related incidents.</li> <li>• Primary agency for bushfire response.</li> <li>• Coordinate and advise on Resupply Operations.</li> <li>• Coordinate and advise on Emergency Supply.</li> <li>• Undertake fire control.</li> <li>• Provide rescue capability for persons trapped in any vehicle, vessel, by height or in confined space.</li> <li>• Rescue of persons isolated or entrapped in swift-water / floodwater events.</li> <li>• Provide advice, chemical analysis and atmospheric monitoring at chemical / hazmat incidents.</li> <li>• Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster response.</li> <li>• Provide Urban Search and Rescue (USAR) capability.</li> <li>• Advise and educate on events (all hazards approach)</li> <li>• Assist in pumping out of flooded buildings.</li> <li>• Support the Queensland Hazardous Materials Incident Recovery Plan.</li> <li>• Support the Queensland Coastal Contingency Action Plan - Chemical Spill Response Plan.</li> <li>• Arrange and perform the decontamination process of any persons.</li> <li>• Coordinate, support and manage the deployment of SES resources and operations including: <ul style="list-style-type: none"> <li>➢ Storm damage response.</li> <li>➢ Road Crash Rescue.</li> <li>➢ Short term welfare support.</li> <li>➢ Assistance with communications and lighting.</li> </ul> </li> <li>• Provide impact assessment, and intelligence gathering capabilities.</li> <li>• Coordinate and facilitate Rapid Damage Assessments and intelligence gathering capabilities.</li> <li>• Develop, implement and maintain the State’s disaster management arrangements and systems.</li> <li>• Deliver Queensland Disaster Management Arrangements (QDMA) training to DDMG and LDMG members in accordance with the Queensland Disaster Management Training Framework (QDMTF).</li> <li>• Provide expert advice on disaster management related matters including Natural Hazard Risk Assessment.</li> <li>• Provide facilitation of logistical and communications support to disasters within capabilities</li> <li>• Provide advice and support in relation to disaster management and disaster operations.</li> <li>• Assessment reviews of District and Local Plans.</li> <li>• Advice on NDRRA and SDRA Funding.</li> </ul>

<b>Agency</b>	<b>Roles &amp; Responsibilities</b>
<b>Queensland Police Service (QPS)</b>	<ul style="list-style-type: none"> <li>▪ Preservation of peace and good order</li> <li>▪ Prevention of crime</li> <li>▪ Security of any site as a possible crime scene</li> <li>▪ Investigation of the criminal aspect of any event</li> <li>▪ Coronial investigation procedures</li> <li>▪ Traffic control, including assistance with road closures and maintenance of road blocks</li> <li>▪ Crowd management/public safety</li> <li>▪ Coordination of search and rescue (See State Rescue Policy)</li> <li>▪ Security of evacuated areas</li> <li>▪ Registration of evacuated persons (activity undertaken by Red Cross, where they have a presence)</li> </ul>
<b>Queensland Ambulance Service (QAS)</b>	<ul style="list-style-type: none"> <li>▪ Assessment, treatment and transportation of injured persons</li> <li>▪ Assistance with evacuation (for medical emergencies)</li> <li>▪ Provision of advice regarding medical special needs sectors of the community</li> </ul>
<b>State Emergency Service (SES)</b>	<ul style="list-style-type: none"> <li>▪ Assisting the community to prepare for, respond to and recover from an event or disaster</li> <li>▪ Public Education</li> <li>▪ Rescue of trapped or stranded persons (see State Rescue Policy)</li> <li>▪ Search operations for missing persons</li> <li>▪ Emergency repair/protection of damaged/vulnerable buildings</li> <li>▪ Assistance with debris clearance</li> <li>▪ First Aid</li> <li>▪ Traffic Control</li> <li>▪ Short term welfare support to response agencies</li> <li>▪ Assistance with impact assessment</li> <li>▪ Assistance with communications</li> <li>▪ Assistance with lighting</li> </ul>
<b>Queensland Health</b>	<ul style="list-style-type: none"> <li>▪ Coordination of medical resources</li> <li>▪ Public health advice and warnings to participating agencies and the community</li> <li>▪ Psychological and counselling services for disaster affected persons</li> <li>▪ On going medical and health services required during the recovery period to preserve the general health of the community</li> </ul>

### 1.11 LOCAL DISASTER MANAGEMENT FUNCTIONAL REGISTER

Disaster Management Function	Responsible Person / Agency	Key Accountabilities
<ul style="list-style-type: none"> <li>Chairperson</li> </ul>	Elected Representative Cassowary Coast Regional Council	<ul style="list-style-type: none"> <li>Is responsible for presiding meetings of the Local Disaster Management Group.</li> </ul>
<ul style="list-style-type: none"> <li>Deputy Chairperson</li> </ul>	Elected Representative Cassowary Coast Regional Council	<ul style="list-style-type: none"> <li>Is responsible for presiding meetings of the Local Disaster Management Group at which the chairperson is absent.</li> </ul>
<ul style="list-style-type: none"> <li>Local Disaster Coordinator</li> </ul>	Local Disaster Coordinator Cassowary Coast Regional Council	<ul style="list-style-type: none"> <li>Responsible for maintaining the operational readiness of the Disaster Co-ordination Centre.</li> <li>Responsible for providing trained staff to operate the Centre.</li> <li>Responsible for the overall management of the Centre during operations.</li> <li>Responsible for advising the Mayor and the Local Disaster Management Group on disaster-related matters, both during disaster activations and during normal times.</li> <li>Responsible for public education on disaster preparedness.</li> <li>Responsible for NDRRA claims.</li> <li>Responsible for disaster related insurance claims.</li> </ul> <p>The Local Disaster Coordinator ensures that appropriate governance processes are undertaken as required under the local disaster plan. This would include the following particular activities:</p> <ul style="list-style-type: none"> <li>Arrangements for approval of executive members</li> <li>Amendments to the disaster plan and sub plans including version control</li> <li>Distribution and availability of plans and sub plans</li> <li>Undertaking the processes for the review and assessment of plans and sub plans</li> <li>The collation of membership details</li> <li>Arrangements for meetings including agendas and minutes</li> <li>Establishment and management of sub groups as required</li> <li>Identification and engagement with advisers and observers as required</li> </ul>

<ul style="list-style-type: none"> <li>Liaison with District Group</li> </ul>	Chairperson LDMG and/or Local Disaster Coordinator	<ul style="list-style-type: none"> <li>Is responsible for identifying, and providing advice to the district group about support services required by the local group to facilitate disaster management and disaster operations in the area.</li> </ul>
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The Local Disaster Coordinator has authority as Disaster Coordinator, Cassowary Coast Regional Council to incur expenditure up to \$20,000 for disaster related matters during a disaster event. In addition, the Local Disaster Coordinator is authorized under a number of sub plans to direct staff and coordinate resources necessary for particular functions to be undertaken in relation to appropriate response to a disaster event. The Local Disaster Coordinator also works within the Council organizational structure with direct access to senior staff with higher financial delegations and authority to deploy further resources as required.

<b>Plan Management:</b>		
Development, assessment and amendment	Local Disaster Management Group & Executive Officer.	Responsible for the development and annual review and amendment as necessary of the Disaster Management Plan and Disaster Management Operational Plans.
<b>Agency</b>		
<b>Agency</b>	<b>Responsible Person / Agency / Chair of Sub Group</b>	<b>Key Accountabilities</b>
ACTIVATION OF LOCAL DISASTER MANAGEMENT GROUP	Chairperson LDMG Alternatively – Executive Officer DDMG or District Disaster Coordinator	To determine an activation process for the Local Disaster Management Group in response to a disaster event
DISASTER CO-ORDINATION CENTRE	Local Disaster Coordinator	To determine standard operating procedures for the activation and conduct of the Local Disaster Co-ordination Centre (LDCC) in response to a disaster event
FINANCIAL MANAGEMENT	Chief Financial Officer	To outline Local Government and other responding agency internal financial arrangements in support of a disaster event and the eventual financial claiming process to recoup funds.
COMMUNITY SUPPORT	Director, Delivery Services	The provision of immediate and continuing care of disaster affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.
EVACUATION	Director, Delivery Services	To provide for the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
EVACUATION CENTRE MANAGEMENT	Director, Delivery Services	To provide for the management of facilities which provide affected people with basic human needs including accommodation, food and water, and welfare/recovery processes
IMPACT ASSESSMENT	Director Infrastructure Services and Director Delivery Services	To assist the Disaster Management Committee in planning, formatting, and conducting a complete initial impact assessment. This assessment gathers information on the magnitude of the event, and the extent of its impact on both the population and the community infrastructure.
LOGISTICS	Director Delivery Services	To develop a process to manage the receipt and delivery of the appropriate supplies, in good condition, in the quantities required, and at the places and time they are needed.
MEDICAL SERVICES	Queensland Health	To provide co-ordination of the health and medical resources needed in responding to medical care needs following a disaster event.

**Agency**

<b>Agency</b>	<b>Responsible Person / Agency / Chair of Sub Group</b>	<b>Key Accountabilities</b>
PUBLIC HEALTH	Director, Delivery Services	To assist in the protection of the community, via the provision of temporary or preventative health measures to minimise the threats to public health.
PUBLIC INFORMATION & WARNINGS	Chairperson LDMG	To provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public during disaster events
PUBLIC WORKS & ENGINEERING	Director Infrastructure Services	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
RESCUE	QFES and QPS	Co-ordinate the use of resources in search and rescue in response to an actual or potential disaster condition.
RE-SUPPLY OPERATIONS	Director, Delivery Services	To ensure that communities are re-supplied with food and other essentials during times of isolation
TRANSPORT	Director Infrastructure Services	To co-ordinate the use of transportation resources to support the needs of local government, voluntary organizations and other disaster support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions.
DONATION MANAGEMENT / OFFERS OF ASSISTANCE	CCRC	To co-ordinate the delivery, storage and distribution of goods donated by the public that has not been donated directly to community services and clubs. To coordinate Offers of Assistance by the public.

## 1.12—Local Disaster Management Group Meetings

The Cassowary Coast Local Disaster Management Group meets monthly during the storm season (November to April) and bi-monthly outside of this period. During periods of activation the LDMG meets as and when required to support the LDCC operations.

The venue for the LDMG meetings will be the Innisfail Disaster Coordination Centre, Flying Fish Point Road, Innisfail unless otherwise advised. Meeting dates and times will be set and distributed at the first LDMG meeting of each year.

**Meeting Quorum** : The quorum for conducting a meeting is the number equal to one-half of members plus one (1). Members can join the LDMG meeting by utilising any form of technology that allows members to hear and take part in the discussion. If a member chooses to do this, their attendance is counted towards quorum.

**Presiding at Meetings** : All LDMG meetings will be presided at by the Chair of the LDMG. The Chair of the LDMG must be a councillor of the Local Government. If the Chair is unavailable then the Deputy Chair will preside if present. If both these members are absent and neither have appointed a Deputy or a member to act as Chair, then under section 41 of the *Disaster Management Act 2003* the members present can choose a member to preside as the Chair for the meeting.

**Appointment of LDC** : The Chief Executive Officer for Cassowary Coast Regional Council has delegated authority to appoint the LDC for the CCRC LDMG.

**Minutes** : The LDC will organise for Minutes of each LDMG meeting to be taken, stored and distributed to each member as soon as practical following the meeting, but before the next meeting. The Minutes will record attendance, apologies, records of discussions, agency reports, resolutions passed and details of next meetings.

A resolution made by the LDMG is only valid when a majority of members vote in agreement, however it can also be valid if a majority of members gives written agreement to the resolution and notice of the resolution is given under procedures approved by the group. The procedure for notice of a resolution will be that each member has an email sent to them and if a majority of members reply in agreement than the resolution will be approved. Each resolution will be minuted. "

## 1.13—Reporting Requirements

The Cassowary Coast LDMG shall report its activities to:

- Local Disaster Management Group Annual Report - The LDMG is required to complete an Annual Report at the end of each financial year and provide the completed report to both the Innisfail District Disaster Management Group and the Cassowary Coast Regional Council. The LDMG should contact the QFES Emergency Management member on the group for advice and assistance in the completion of the status report. The Annual Report shall be in accordance with the requirements of the Disaster Management Act 2003 and is to be developed as per the Local Disaster Management Group Guidelines.
- Disaster Management Status Report - Prior to each meeting of the Innisfail DDMG, a Disaster Management Status Report, as set out in Local Disaster Management Group Guidelines, shall be submitted to the Executive Officer of the Innisfail District Disaster Management Group and the QFES Emergency Management Coordinator. The Council representative to the DDMG shall complete and present a Disaster Management Status Report at each meeting of the DDMG or as requested by the District Disaster Coordinator and Executive Officer of the District Group.

### **Operational Reporting**

Extraordinary meetings of the Local Disaster Management Group will be convened on an as required basis during disaster operations.

The frequency of operational reporting in the form of SITREPS to the District Disaster Management Group and consequently to the State Disaster Management Group will be communicated by the District Disaster Coordinator.



### **Situation Report (SITREPS)**

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

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

If a disaster event requires the activation of the Cassowary Coast LDCC, the LDC will ensure that a SITREP is developed and is forwarded regularly from the LDCC to the DDCC. If an event is contained within a local government area and has not progressed to DDCC activation, the DDMG will still have activated to 'lean forward' level and the DDC may still request LDMG SITREPS to monitor and assess the situation.

The nature of the disaster and the involvement of the DDMG will determine the timings, complexity and format of the SITREP for a given event.

A template for a LDMG to produce a SITREP to a DDMG during disaster operations is available on the DM Portal.

The SITREPS will be forwarded to the Executive Officer of the Innisfail DDMG as well as all members of the Cassowary Coast LDMG.

### **1.14—Establishing Sub-Groups**

The Cassowary Coast LDMG may have cause to create sub-groups, whether permanent or temporary, to assist the group with its business to deal with a particular issue. The Cassowary Coast LDMG can establish a sub-group by passing a meeting resolution. Specific Terms of Reference are to be established for each sub-group established to give clear guidance on the establishment, role and function, required outcomes and conduct of business of the sub-group. All sub-groups are required to provide the LDMG with regular updates at LDMG meetings.

The process for collection, storage and management of sub-group members contact details will be in accordance with the Information Privacy Principles contained in schedule 3 of the Information Privacy Act 2009. Membership will be updated at least annually, in accordance with s.37 of the Disaster Management Act 2003.

Any decisions made or actions taken by or on behalf of the sub-groups must be endorsed by the LDMG during normal business, or during disaster operations by the LDMG or LDC, to ensure the validity of decisions under the Act.

### **1.15—Post Disaster Assessment**

All staff involved in disaster operations are expected to participate in hot debriefs. Debriefs should be conducted at the end of exercises and operational shifts to ensure information is captured whilst still fresh in people's minds. This will ensure that all lessons learnt during operations are captured and that any necessary amendments can be made to improve future responses.

An internal review considering Council's actions as a whole will be completed within four weeks of STAND DOWN of the disaster event and a report will be circulated to the appropriate Officers.

A multi-agency After Action Review may also be necessary to ensure that lessons learnt are captured by all agencies involved. This allows all agencies to consider ways in which their response can be improved, investigate ways of resolving issues and if appropriate, formulate guidance on best practice. Reports will be circulated to all partner agencies involved.

## **1.16—Post Operational Reports**

The Local Disaster Coordinator is responsible for producing the Post-Operational Report for approval by the LDMG and Cassowary Coast Regional Council. This report will be the authoritative source document relating to the event and will include a summary of events, a timeline of the response, areas identified as good practice and any lessons to be learnt. It will contain an action plan to ensure lessons identified are implemented and this will be monitored by Council.

Council's Mayor and Chief Executive Officer will need to ensure any lessons that emerge from the debriefing process are actioned accordingly. This will depend on the circumstances but might include revision of plans, procedures, training or exercising.

## **2 DESCRIPTION OF THE ENVIRONMENT**

For ease of reading the Cassowary Coast Regional Council area will also be known within this document as region and/or area.

### **2.1 Geography**

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.

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.

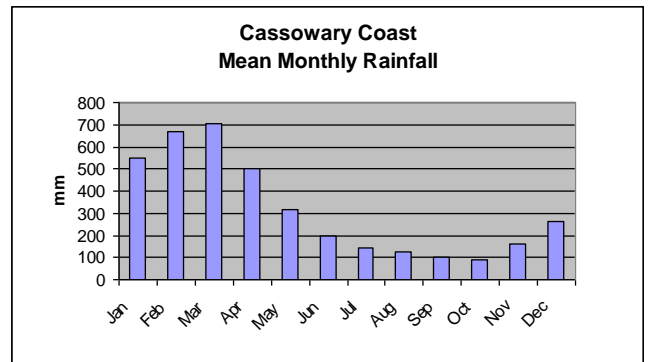
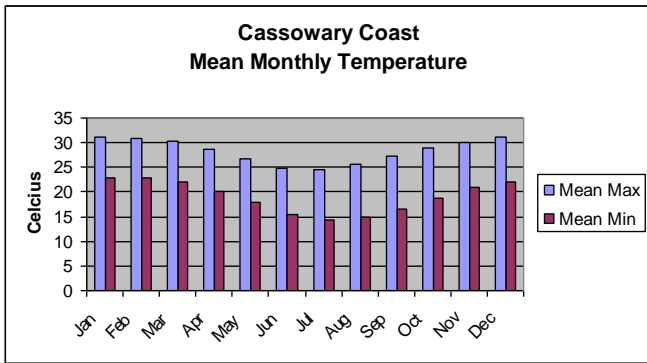
There are many islands fringing the region's coast, most of which are uninhabited. The most famous of these are Dunk, Bedarra and one of the world's largest island national parks, Hinchinbrook. Re: Appendix A – Map of Cassowary Coast Regional Council Area.

### **2.2 Vegetation**

The region is home to some of the most amazing rainforests and one of the last habitats of the Cassowary; an icon to this region. The Cassowary is a large, colourful, flightless bird that is a keystone species of rain forests. Approximately 196,760 Ha of the combined area is listed under the Wet Tropics World Heritage Area. 281,605.1 ha is mapped as remnant vegetation and 63,428.43 Ha is mapped as non-remnant. 39.9 Ha is forestry plantation and approximately 22,816 Ha of Mangrove ecosystems.

### **2.3 Climate and Weather**

The region is located in the heart of the wet tropics. This area is known as the wettest area in Australia with a topical 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.



Monthly average annual statistics for rainfall and maximum and minimum monthly temperatures. (Source:BoM)

## 2.4 Population *(Source: ABS 2020 Census data)*

The population of the region is approximately 28,726. This number increases and decreases during and at the end of the tourist season.

## 2.5 Snapshot of community profile *(Source: ABS 2020 Census data)*

**People** (Persons count based on place of usual residence on Census night)

<b>Male</b>	14,769	51.4%
<b>Female</b>	13,961	48.6%

<b>Aboriginal and/or Torres Strait Islander people</b>	2,799	9.7%
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In the 2016 Census, there were 28,726 people in Cassowary Coast (R) (Local Government Areas). Of these 51.4% were male and 48.6% were female. Aboriginal and/or Torres Strait Islander people made up 9.7% of the population

## 2.6 Population Prediction *(Source:DLGPSR)*

Population predictions estimate by 2026 for the region to be between 30,220 – 30,852. By 2041 this is expected to change between 31,099 – 33,407.

The bulk of this expected growth will be in the Sth Mission / Wongaling Beach area and Innisfail.

The region is well served by a number of strongly supported sporting and service clubs and associations. These cater for a wide range of interests and activities and reflect the multi-cultural diversity of the population.

## **2.7 Community capacity**

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, such as TC Larry, would be less prepared to cope and more dependent on government services.

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.

## **2.8 Economic Base**

The region is experiencing continual economic growth. The mainstay of the economy, agriculture, in its many forms is in a healthy 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.

Expanding manufacturing and service industries provide the diversity necessary for balanced long term growth. The largest foundry north of Brisbane is located at Wangan and the Far Northern Commercial Fishing industry is Queensland's largest outside of Brisbane. There are 339 boats in the region with a significant number of these boats based in the north of the region. The northern end also has a significant amount of land that is used for cattle fattening whilst agricultural land in the southern area is mostly taken up with sugar cane.

The people employed within the area are directly or indirectly employed in primary industries.

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.

## 2.9 Employment By Industry

(Source: ABS 2020 Census data)

<b>Employment by Industry</b>	
<b>Industry</b>	<b>Total</b>
Agriculture, forestry & fishing	2514
Mining	57
Manufacturing	937
Electricity, gas, water & waste services	122
Construction	553
Wholesale trade	200
Retail trade	1072
Accommodation & food services	781
Transport, postal & warehousing	531
Information media & telecommunications	51
Financial & insurance services	129
Rental, hiring & real estate services	117
Professional, scientific & technical services	307
Administrative & support services	294
Public administration & safety	622
Education & training	938
Health care & social assistance	1,153
Arts & recreation services	127
Other services	424
Inadequately described/Not stated	566
<b>TOTAL</b>	<b>11,495</b>

## 2.10 Industry - Annual Turnover

Source: ABS 2020 Census data

Counts of Australian Businesses

Annual Turnover Ranges

Cassowary Coast Regional Council Area

Industry	Zero to less than \$50k	\$50k to less than \$200k	\$200k to less than \$2m	\$2m to less than \$5m	\$5m to less than \$10m	\$10m or more	Total
Agriculture, Forestry and Fishing	281	390	381	54	13	7	1,121
Mining	4	6	11	3	0	0	25
Manufacturing	27	26	31	0	3	0	90
Electricity, Gas, Water and Waste Services	3	4	3	0	0	0	6
Construction	102	195	149	7	3	3	461
Wholesale Trade	11	11	19	5	0	6	59
Retail Trade	19	39	89	12	4	5	174
Accommodation and Food Services	10	44	66	5	3	0	133
Transport, Postal and Warehousing	32	47	43	4	3	3	136
Information Media and Telecommunications	0	6	0	0	0	0	12
Financial and Insurance Services	66	34	15	3	0	0	116
Rental, Hiring and Real Estate Services	90	122	72	3	0	0	289
Professional, Scientific and Technical Services	48	51	43	3	0	0	145
Administrative and Support Services	19	49	27	8	3	3	105
Public Administration and Safety	3	0	0	0	0	0	3
Education and Training	6	11	9	0	0	0	20
Health Care and Social Assistance	13	22	36	0	0	0	76
Arts and Recreation Services	3	12	9	0	0	0	24
Other Services	19	73	54	6	0	0	156
Currently Unknown	11	11	4	0	0	0	30
<b>Total</b>	<b>771</b>	<b>1,154</b>	<b>1,068</b>	<b>121</b>	<b>25</b>	<b>24</b>	<b>3,158</b>

## **3 Critical Infrastructure**

### **3.1 Residential Buildings**

The majority of buildings in the region are a mixture of high and low-set dwellings of timber or masonry/concrete constructions with iron roofing; there is a mix of double storey buildings. However, in the older areas, particularly in Innisfail and Tully they consist mostly of timber with an iron roof.

### **3.2 Commercial Buildings**

There is a concentration of Art Deco buildings within Innisfail's CBD which have been mostly built during the 1920 - 1930s after a devastating cyclone in 1918. Buildings in the business centre of Tully are generally double storey and most are also over 20 years old; therefore they have been constructed prior to the introduction of improved cyclone-rated codes. Construction materials are mainly concrete and brick with iron roofing. Cantilever awnings cover the footpath.

### **3.3 Industrial buildings**

These are predominantly steel framed with iron roofing and cladding.

### **3.4 Roads**

The Bruce and Palmerston highways are the arterial roads through the region. The Bruce Highway provides road access north and south of the region whilst the Palmerston Highway traverses the northern end of the region in a generally westerly direction from Innisfail to the western boundary of the region. The steep nature of the mountains on the western side of the southern end of the region has limited the construction of roads in and out resulting in only two roads leading out; both of these are on the coastal plain and subject to flooding.

Major towns in close proximity to the region include Cairns (approx. 90km north of Innisfail on Bruce Hwy.), Atherton (approx. 100km west of Innisfail along Palmerston Hwy), Ingham (approx.. 100km south of Tully on Bruce Hwy) and Townsville (approx.. 200km south of Tully on Bruce Hwy.).

The Council maintain a local road network of approximately 1296 klms. Significant roads in the area include:

The Innisfail – Japoon Rd / Silkwood – Japoon Road, connects Innisfail with Sth Johnstone, Mena Creek, Japoonvale, Bombeeta, Germantown, Camp Creek and Wangan.

The Mourilyan Harbour Rd, connects Mourilyan to Mourilyan Harbour

The Flying Fish Point Road, connects Innisfail with Flying Fish Point.

The Tully-Mission Beach Road, connects Sth Mission Beach, Wongaling Beach, East Feluga, Carmoo and Merryburn area to the Bruce Highway and Tully. The road passes through the mostly uninhabited area of the Tam O'Shanter Forest Reserve and Mt Mackay State Forest.

The Tully Hull Road, connects Hull Heads, Tully Heads and Lower Tully area to the Bruce Highway and a small section of the mostly uninhabited area of Hull River National Park.

The El Arish–Mission Beach Road, connects Mission Beach to El Arish and the Bruce Highway.

The Tully Gorge Road, provides access to the Kareeya Hydro Power Station.

Including the major roads listed above, the road network in the region is generally surfaced with bitumen; however, minor roads are predominantly gravelled with a small number of areas where the roads are not well formed.

### **3.5 Railways**

The North Coast railway line is a primary railway line in Queensland, it runs from Brisbane to Cairns. The line runs through the region from north to south; mostly parallel along the Bruce Highway. The region has numerous cane railways.

The railway network can be affected by localised flooding in various locations in the region resulting in the suspension of services. Depending on the duration of the rain event and resultant damage, the line may be closed for several days or longer.

### **3.6 Telecommunications**

Communications in the region are relatively good, mobile coverage has been increased with the installation of the Murray base; though there may be limited mobile coverage in the upper reaches of the Tully River area. Smaller communities within the region also have coverage but there will be isolated area's that still miss because of hills or hollows. During extended power outages these communications may drop out.

### **3.7 Water Supply, Sewage & Waste Disposal**

#### **3.7.1 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.

#### **3.7.2 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.

#### **3.7.3 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 which all refuse is collected and removed.

#### **3.7.4 Transfer Stations Openings/ Closings**

##### **Tully**

Open: Mon – Fri 8am – 5pm  
Sat 1pm – 5pm  
Sun & Public Hols 1pm – 5pm

##### **Cardwell**

Open: Mon, Wed, Fri 10am – 5pm  
Tue, Thur – Closed  
Sun, Sun & Public Hols 10am – 2pm

##### **Hull Heads**

Open: Sat 1pm – 5pm, Sun &  
Public Hols 8am – 12pm  
Mon to Fri – Closed

##### **Stoters Hill**

Open: Mon, Tues, Wed, Thur, Fri 7:30am  
– 5pm, Sat, Sun & Public Hols 9am – 5pm

##### **Wongaling / South Mission Beach**

Open: Mon, Wed, Fri 10am – 5pm  
Tue, Thur – Closed  
Sun, Sun & Public Hols 10am – 2pm

##### **Murray Upper**

Open: Sat 8am to 12pm, Sun &  
Public Hols 1pm to 5pm  
Mon to Fri – Closed

##### **Bells Creek**

Open: Tues, Thurs, Sat, Sun &  
Public Hols 10am – 2pm  
Mon, Wed and Fri - Closed



### 3.8 Medical Facilities

Innisfail Hospital offers Acute Care Services, Accident and Emergency Services, Medical Services and a wide range of Specialist Services. Tully hospital although small meets the majority of residents needs. There are several medical facilities located mostly in Innisfail's CBD which are privately owned as well as two medical centres in Tully, one medical centre in both Mission Beach and Cardwell. The indigenous community of Jumbun located in the Murray Upper region also has a health care centre. In more serious cases, or where highly specialised care is required, patients are referred to the Cairns Base Hospital or the Townsville Hospital.

**Innisfail Hospital Facility Services:** Location – Rankin St, Innisfail

Hospital	Accident and Emergency Care Services; Medical Services; Acute Care Services
Specialist Services	Aged Care; Palliative Care; Alcohol and Drug; Speech Pathology; Social Work; Occupational Therapy; Physiotherapy; Oral Health; Pathology; Radiography; Pharmacy
Clinics Available	Ante Natal, Wound Management, Internal Medicine
Allied Health Services	Social Worker, Occupational Therapist, Physiotherapist, Speech Therapist
Outreach Services	Paediatric
HACC Services	Frail Aged and Young Disabled and their carers
Other Aged Services	Nil
Visiting Specialist Services	General Medicine; Orthopaedics; Thoracic Medicine; Psychiatry; Surgical
Community Health	School/Child Health Screening; Immunisation Clinics; Parent Education; Mental Health; Drug & Alcohol Services; Health Promotion; Youth Suicide; Diabetes Educator.

**Tully Facility Services:** Location – Bryant St, Tully

Hospital	Accident and Emergency Care Services; Medical Services; Low Risk Maternity Services
Specialist Services	Pharmacy; Radiography; Physiotherapy; Occupational Therapy; Oral Health; Social Worker
Clinics Available	Immunisation; Well Women's
HACC Services	Visiting Aged Care
Visiting Specialist Services	Radiotherapy, Psychiatry; Social Work; Mental Health

### 3.9 Airfields

Council owns and operates three airstrips, Tully, Mundoo and Dallachy, suitable for light aircraft only. A number of charter companies operate from these facilities.

In addition to the local airstrips, there is a domestic/international airport located in Cairns to the north and a domestic airport in Townsville to the south. There are also various small private airstrips in the region owned and maintained by commercial agricultural aerial spraying contractors.

Throughout the region there are numerous locations where rotary wing aircraft can land in emergency situations. These mainly comprise of sporting fields, school ovals and parks.

**Tully Airstrip:** Being *Reserve for Landing Ground Aircraft R.581*

Latitude: Latitude-17° 56', Longitude-145° 57'

Altitude above Sea Level: 15.24m

#### Surface

- Type - Bitumen 600m x 10m, remainder soil aggregate.
- Effect of rain - Soil aggregate section becomes slippery and unsafe after heavy rain.
- Rough - smooth, smooth
- Lengthwise gradient - 0.26%

#### Landing Strip

- Direction - 6°
- Length - 915m
- Width - 18m
- Northern end Bitumen sealed (600m x 10m)
- Prepared and cleared (1220m x 61m)
- Wind sock - north west

#### Approaches

- Direction - 6°
- Angle (gradient) flat
- Direction angle - 186°

#### Remarks

- Reference to surrounding terrain - Sugarcane and light scrub
- Position relative to homesteads etc - Couple of farmhouses in vicinity. One km from Tully Post Office. Adjacent to Golf Club and clubhouse.

Night Landing Facilities: Nil

Aerodrome Facilities: Nil

Aerodrome Telephone: Nil

Refuelling: By private arrangement (Supplier will meet plane)

Landing Fees: Contact council for current fees and charges

**Dallachy Airstrip:** Being Reserve for *Landing Ground for Aircraft R.691*

Latitude - 18° 10', Longitude-145° 56'A  
Altitude 15.50m

Surface

- Surface Type- Soil Aggregate
- Effect of rain- Soil aggregate becomes slippery and unsafe after heavy rain.
- Rough-smooth, smooth.
- Lengthwise gradient- 0.50%

Landing Strip

- Direction - 137°31'
- Length - 1000m
- Width - 15m
- Prepared and cleared (1500m x 60m)

Remarks

- Reference to surrounding terrain - Cultivated land and light scrub
- Position relative to homesteads etc - Couple of farmhouses in vicinity. Ten km from Cardwell Post Office. Approx. 800m east of Bruce Highway.

Night Landing Facilities: Nil

Aerodrome Telephone: Nil

Refuelling: By private arrangement

Landing Fees: Contact council for current fees and charges

**Innisfail Aerodrome - Mundoo**

Latitude: 17° 33.7 S, Longitude -146° 00.6 E

	<b>Runway 1 -</b>	<b>Runway 2 -</b>
	[03/21 Bearing]	[14/32 Bearing]
Runway Length:	1343 m	1353 m
Runway Width:	30 m	30 m
Construction:	Grassed	Sealed
Pavement Rating:	Unrated	9/F/B/580 (84psi)/U [Light Aircraft]
Side slope:	0.3% down to NE	0.2% down to SE

Runway Lighting: Pilot Activated Lighting (PAL) - Frequency: 125.3 MHz

Avgas: Available through: Hinchinbrook Air Services  
Phone (B/H) (07) 4061 2241  
Fax (07) 4061 4060

Navaid facilities: NDB - Code IFL - Coordinates S17 33.7 E146 00.9 - Range 25,(DW)50 - Pilot monitored

Communication Services: FIA: Brisbane Centre - Circuit: Area 124.6 .

Special Procedures: All aircraft departing for Cairns shall obtain a specified departure time from ATC by phoning (07) 4050 5380

**Dunk Island Airstrip:** Located on Dunk Island 4.5km off the shores of Mission Beach the Dunk Island airstrip is an unlicensed aerodrome and is privately owned by Voyagers Hotel & Resorts.

Latitude: 17 56.5° S

Longitude: 146 08.4° E WAC 3219, VAR 7 Deg E

Runway

- 14/32 (141 MAG°  
809m x 18m sealed

Runway Strip

- 809 x 60m (graded 45)

Slope

- Level

Lighting

- PTBL EMERGY only

Communication

- With Brisbane Centre 124.6 on ground.  
Contact Dunk Island on 128.8 inbound with ETA and intentions.

Fuel

- No refuelling facilities available

Landing Permits

- A landing permit is required. Any permit issued will be for one landing only.  
An application should be made 24 hrs prior to  
Front Office Manager  
Dunk Island Resort  
Ph: 07 4068 8199 Fax: 07 4068 8259

Landing Fee

- A fee of \$150 (inc of GST) is payable for each landing. Fee  
Is waved for guests staying at either Dunk Island or Bedarra Island Resorts

### **3.10 Power**

Provision of electricity supply is categorised as an essential service. Ergon Energy services the area. Ergon Energy assets in the region consist of transmission lines, sub transmission lines, major zone substations and distribution feeders. Provision of electricity is essential to the economy of the region, supporting industrial, commercial and residential sectors of the region.

As part of any disaster recovery process maintenance and restoration of electricity supply is considered a critical component in supporting other essential services and community infrastructure.

#### **Cleanco Power Station (Koombooloomba Dam)**

The hydro electric power station is located at the Western end of Tully Gorge road; water is released into the Tully River from Koombooloomba Dam and flows approximately 13 kilometres to the Tully Falls Weir, which is situated just above the Tully Falls. The weir is a regulating pond for Kareeya Hydro, which sits about two kilometres below the Tully Falls. Generated capacity: 84 megawatts; equivalent homes powered 70,000. Power enters the Queensland high voltage electricity grid at Kareeya switchyard. Stanwell Corporation Limited manages the facility.

## Australian Defence Force

The Tully Military Training area known as the 'Jungle Training Wing' covers 13 300ha 11km north-west of Tully, within the Wet Tropics of Queensland World Heritage Area.

### 3.11 Other Essential Infrastructure & Services

The majority of critical infrastructure within the region is located in the towns of Innisfail and Tully. The list of major critical infrastructure and services in the area –

<b>Infrastructure/ Services</b>	<b>General Information</b>
Local Disaster Coordination Centre – 1	Innisfail
Local Disaster Coordination Centre – 2	Civic Centre: Tully
Qld Ambulance Service	Innisfail: Grace St Tully: Watkins St
Qld Fire & Rescue Service	Innisfail: Fitzgerald Esplanade Tully: Richardson St
Qld Police Service	Innisfail: McGowan Dve Tully: Bryant St
Coastguard	Tully: Luff St, Hull Heads Cardwell: Victoria St Innisfail: Mourilyan Harbour
State Emergency Services	Innisfail: Flying Fish Pt Road Cardwell: Forestry Road Mission Beach: Boyett Road Tully: Murray St
Communications	Telstra, Cassowary Coast Regional Council, QPS, SES, local radio.
Evacuation centres <b>(NOT CYCLONE SHELTERS)</b>	Public buildings throughout the region: Schools, community and church halls as well as a small number of privately owned buildings.
Food Supply	Innisfail: Several large retailers: CBD Tully: Several large retailers
Fuel Supply	Innisfail: Several outlets many flood prone. Tully: Several on Bruce Hwy and surrounding areas.
Cemetery / Crematorium	Innisfail: Scullen Ave Cardwell: Gregory St Tully: Tully Gorge Rd
Harbour	Mourilyan Harbour: Mourilyan Harbour Rd.

### 3.12 Public Buildings, Areas & Events

Shopping centres, arcades and businesses in the Innisfail and Tully CBDs are the most commonly frequented areas. Halls, esplanade, race track, sporting fields and showgrounds also attract large numbers for specific events. Some of the annual events held within the region include;

<b>Events</b>	<b>When</b>	<b>Where</b>
Feast of the Senses	March	Edith Street, town centre
Feast of the Three Saints	May	Silkwood
Innisfail Show	July	Innisfail Show Grounds
Tully Show	July	Tully Show Grounds
Carols by candle light	December	Jack Fossey Park
Australia Day	January	Throughout area
Cardwell Seafest	August	Cardwell
Mission Beach State School Banana Festival	August	Mission Beach
Tully Golden Gumboot Festival	September	Tully
Port Hinchinbrook Fishing Classic	September	Cardwell
Mission Beach Aquatic Festival	October	Mission Beach
Mission Beach Game Fishing Tournament	October	Mission Beach

#### Markets

- Mission Beach Monster Markets: Every last Sunday of month from Easter till November at MARCS Park.
- Mission Beach Markets: opposite Hideaway Holiday Village: 1st and 3rd Sunday of the month.
- Tully Markets: 2nd and 4th Saturday of each month.
- Cardwell Markets: 1st Saturday in month - starting from Easter weekend through to December.
- Innisfail Red Cross Markets: Anzac Memorial Park; 3<sup>rd</sup> Saturday each month.
- Kurrimine Beach / Silkwood Red Cross Markets: Kurrimine Beach Beachfront; 2nd Sunday each month

### 3.13 Hazardous sites

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.

The Council license premises storing quantities of flammable and combustible liquids as defined in AS1940.

## **4 THREATS**

This plan has been developed within the context of an 'All Hazards' approach, however, the main threats to the region have been identified as: -

### **4.1 Storms/Cyclones and Flooding**

Due to its geographical positioning the area can experience cyclones during the months of November to April, which is known in the Far North as the cyclone season or wet season; however, some cyclones have been recorded as late as June. Cyclones usually lose intensity over land.

Cyclones, and the after affects such as heavy rainfalls, often result in flooding from two directions; the Pacific Ocean to the east and from the Gulf of Carpentaria to the northwest. In the past crop damage from cyclonic winds and flooding has caused major economic losses.

Storm surge poses the greatest risk to the areas of Lower Tully, Tully Heads, Hull Heads, Sth Mission Beach, Nth Mission Beach, Wongaling Beach, Cardwell, Port Hinchinbrook, Kurrimine Beach, Mourilyan Harbour, Flying Fish Pt, Etty Bay, Cowley Beach as well as the coastal islands of Dunk, Hinchinbrook and Bedarra Islands, all of which have resorts, and Goold and Garden Islands which have camping ground facilities. Bingil Bay would be at risk in an extreme storm tide event.

### **4.2 Landslides**

The landslide threat to the population within the area is low. However, during constant heavy rainfalls landslides may intermittently block the Tully Gorge Road near Cardstone. Areas with a slope greater than 15% such as Coquette Pt, Bingil Bay and Flying Fish Pt may be vulnerable to landslides.

### **4.3 Bushfire**

The majority of the region is under World Heritage, National or State Forest Parks or Crown Lands, with the remaining being available for residential and industrial use. The greater part of the eastern region is classified as a medium bushfire hazard area. Re: Appendix C - Bushfire Risk Analysis Map

### **4.4 Earthquakes**

From historical data it could not be stated that the region is a high risk area in terms of the likelihood of being subjected to an earthquake at a sufficient level to cause significant loss. Nevertheless, it is within the realms of possibility that the region could be impacted by such an event. It is of particular note that the epicentre of an earthquake can be over 100km from the point of impact.

### **4.5 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.

### **4.6 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. One of the secondary industries in the north of the region is cattle breeding/fattening. An animal disease such as foot and mouth disease would impact on the local scene.

There are no poultry producers within the region. Any instance of disease such as Avian Influenza or Newcastle Disease would only affect domestically kept birds and wildlife.

## **4.7 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.

## **4.8 Tsunami**

From historical data it could not be stated that the region is at high risk in terms of the likelihood of being subjected to a Tsunami. Nevertheless, it is within the realms of possibility that the area could be impacted by such an event

## **4.9 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. As power outages in the area are mostly due to cyclonic activity the possibility of roads being cut off due to flooding may result in the services being disrupted for extended periods.

Disruption of communications facilities will also have a major impact on the disaster management coordination capacity in the affected area.

## **4.10 Dam Failure**

SunWater has conducted a study for the Koombooloomba Dam, situated in the Atherton tablelands, on the possibility and outcome of a dam burst both for 'Sunny Day' and 'Probable Maximum Flood' conditions. Stanwell Corporation Ltd has an Emergency Action Plan for a Koombooloomba dam burst.

Further Risk Identification, Risk Treatment Options, Risk Treatment Evaluation, Responsible Agency for Treatment, Consequential Actions and Implementation Timeframe are included in the Risk Studies as detailed in Section 5 Prevention / Mitigation in this plan.

A Natural Hazard Risk Assessment report is currently being compiled by AECOM which will also address the above issues.

Further Risk Identification, Risk Treatment Options, Risk Treatment Evaluation, Responsible Agency for Treatment, Consequential Actions and Implementation Timeframe are included in the Risk Studies as detailed in Section 5 Prevention / Mitigation in this plan.

A Natural Hazard Risk Assessment report is currently being compiled by AECOM which will also address the above issues.

## **4.11 Climate Change**

Climate change in itself is not a hazard, but it has the potential to affect the frequency and intensity of severe weather events.

Projections for Far North Queensland include a slight decline in rainfall with increasing temperature and evaporation, in conjunction with more extreme climate events and sea-level rise. The temperature projections for inaction on climate change suggest a temperature increase well outside the range of temperatures ever experienced over the last 50 years. The projections for temperature and number of hot days are in direct proportion. (Source: Climate Change in Far North Queensland - Queensland Office of Climate Change)



The Cassowary Coast is particularly susceptible and vulnerable to the impacts of climate change as changes in temperature or rainfall could have significant impacts on the natural resource assets of the region and other habitation aspects as numerous population centres in the region are located along the coastal strip. People will also be affected, as the rate of heat stress and heat-related health problems increases and increased risk exposure to catastrophic events, such as cyclones and flooding will increasingly endanger lives and property.

## **5 PREVENTION/MITIGATION**

### **JOHNSTONE & CARDWELL SHIRE COUNCIL'S DISASTER RISK STUDIES (Amalgamated to form the Cassowary Coast Regional Council)**

Studies undertaken in house and under the auspices of Natural Disaster Mitigation Programs by the previous Cardwell Shire and Johnstone Shire Councils; now known as the Cassowary Coast Regional Council have identified a number of risks which are currently being addressed.

Re:

Portfolio #16 – Cardwell Shire Council Disaster Risk Study May 2002

Portfolio #18 Cardwell Shire Council Flood & Inundation Study 2008

Portfolio #19 Johnstone Shire Council Disaster Risk Study 2004

Portfolio #20 Johnstone Shire Council Storm Tide Study 2008

Portfolio #21 Johnstone River Flood Study 2003.

## **6 PREPAREDNESS**

### **6.1 Training Program**

The Executive Officer will ensure a suitable disaster management training program is designed and implemented, in collaboration with any training provided by/through Queensland Fire and Emergency Service – Emergency Management or Emergency Management Australia (EMA). The training program will include specific training, through workshops, discussion forums, and formal instruction or through training exercises in order to maintain the disaster management knowledge and understanding levels of all participants at the highest possible level.

The Executive Officer will liaise with QFES Emergency Management in relation to accessing State/Federal training programs and will arrange for members of the Local Disaster Management Group and sub groups to be made aware of training courses being offered by the Department of Emergency Services or any other appropriate agency. Re: Appendix D - Training Register

### **6.2 Exercises**

Exercises are a key component of disaster management strategies:-

- to practice coordination and liaison procedures between participating organisations in responding to a disaster event, and
- to identify and take steps to address any serious procedural and/or functional weaknesses.
- A full debrief is to be conducted at the conclusion of all exercises with the appropriate personnel and agencies.

#### **6.2.1 Disaster Coordination Centre Exercises**

Disaster management exercises are to be conducted as follows:-

Local Government in-house exercise to test the activation of the Disaster Coordination Centre, including staffing requirements, setting up of the facility, emergency power operation, communication links, etc. – at least annually.

Exercise to practise the use of the Information Management System with all Council and other personnel who will work in the DCC when it is operational – at least annually.

#### **6.2.2 Full Local Disaster Management Group Exercises**

Discussion exercises for the Local Disaster Management Group, facilitated by an independent facilitator, to test the disaster management planning arrangements to be held annually.

If possible participation in exercises being conducted by other relevant emergency services that may require the involvement of the Local Disaster Management Group.

#### **6.2.3 Operational Plans Exercise**

To be conducted prior to the review of the Operational Plans.

Designated responsible agencies should prepare and conduct discussion exercises with members of the working groups to assist in the development of the operational planning process.

If through the course of the exercise it is recognised that there is a change in Representative, the Local Government will as soon as practicable, inform the Executive Officer of the State Group, and the District Disaster Coordinator of the District Group, of the new appointment.

#### **6.2.4—Exercise Evaluation**

An Exercise Evaluator will be appointed to conduct an evaluation following each exercise to determine whether the original aim and objectives were achieved, identify any issues, report findings and provide feedback/suggestions where requested.

Information gained from hot debriefs conducted immediately following participants' involvement in the exercise and a more detailed After Action Review conducted within a few days of the exercise, will be presented to the LDMG.

### **6.3 Public Awareness**

The community should be informed of the Disaster Management arrangements the Local Disaster Management Group has in place by the conduct of public meetings, information distribution, newspaper articles, advertisements and brochures.

#### **6.3.1 Council Offices**

The Executive Officer is to ensure each Council public office has on display any public awareness material available

The current copy of the 'Cassowary Coast Local Disaster Management Plan' is to be available for public viewing in the North & South offices of the Cassowary Coast Regional Council and in all libraries within the area.

#### **6.3.2 Business**

The Executive Officer is to ensure all National Parks, Tourist Information Centres, Resorts and other centres have ample supplies of brochures and information on the Cassowary Coast disaster management arrangements.

#### **6.3.3 Industry**

The Executive Officer is to conduct meetings with industry groups or their reps to ensure their members are aware of the Cassowary Coast Regional Council's Local Disaster Management arrangements.

#### **6.3.4 Community**

The Local Disaster Management Group is to conduct public information sessions to present the current arrangements in place to assist the community to prepare for potential hazard impacts or threats. Such meetings shall be held in all townships and indigenous communities within the Cassowary Coast region.

#### **6.3.5 Media**

The Council shall provide a media release on the adoption of the new Local Disaster Management Plan, and following any subsequent annual updates of the Plan.

Council shall arrange for a disaster preparedness information page for inclusion in local newspapers prior to the onset of the storm/cyclone season.

## 7 RESPONSE

### 7.1 Response Capability

Council have personnel trained in various disciplines as well as vehicles, plant and equipment that can be applied to disaster response activities.

Council have identified Community Halls and other buildings within the region as first line evacuation centres (Please note: Evacuation Centres are **NOT** Cyclone Shelters). Council also have in place arrangements with community organisations for the delivery of community emergency support services.

Council support the State Emergency Service units within their region, which currently have headquarters in Innisfail, Tully, Cardwell and Mission.

If Cassowary Coast Regional Council require logistical support/resources to meet operational requirements beyond it's capacity, the Local Disaster Management Group are to forward a Request for Assistance to the District Disaster Management Group.

At appropriate intervals during an event/activation, hot debriefs will be conducted with the appropriate personnel and agencies involved.

### 7.2 Activation Procedure

LDCC Levels of Activation – Activities/Tasks

#### Stage One: Alert

- The LDC closely monitors incoming intelligence to assess the potential of the threat.
- Information provided to Chair of the LDMG as the situation develops.
- Communication established between lead agencies and XO of DDMG.

#### Stage Two: Lean Forward

- The Chairperson of the LDMG in consultation with the LDC will determine the move to 'Lean Forward'.
- The LDC places the Disaster Coordination Centre volunteer staff, Liaison Officers and Community Emergency Support Coordinator on 'Lean Forward' notice.
- The LDC calls upon volunteers and IT staff to assist establishing the DCC.
- The LDC is responsible for advising the LDMG of Council's readiness.

#### Stage Three: Stand Up (Activation) - Also refer to *Activation Sub Plan* for operation of LDCC

- The Chairperson of the LDMG in consultation with the LDC will determine the move to Activation. If lead-time is not available the Centre may immediately proceed to Activation once it is established.
- The Disaster Management Plan is implemented and subsequent Sub Plans as required.
- LDC ensures the LDCC is staffed to operational level and Liaison Officers are present.
- Activation SITREP to be sent to the DDC.
- A Media Release is issued to inform the public the Disaster Coordination Centre is open.
- Incoming calls are logged, tasked and forwarded to different response agencies as appropriate.
- The DCC remains operational until all requests for assistance have been met, and affected area/s is well into the recovery phase.

### Stage Four: Stand Down

- The Chairperson in consultation with the LDC suspends operation of the LDCC and the stand down order is given.
- A final SITREP is forwarded to the DDC and the DCC is cleared.
- An immediate Hot Debrief may be conducted.
- A full Operational Debrief of the DCC personnel will be conducted as soon as possible following stand down to cover aspects of the Centre's operation.
- The Disaster Management Plan and the Operational Plans are to be reviewed.

	Triggers	Actions	Communications
<b>Alert</b>	<ul style="list-style-type: none"> <li>▪ A heightened level of vigilance due to the Awareness of a hazard that has the potential to affect the local government area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hazard &amp; risks identified</li> <li>▪ Information sharing with warning agency</li> <li>▪ LDC contacts EMQ</li> <li>▪ Initial advice to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Situation should be monitored by someone capable of assessing the potential of the threat.</li> <li>▪ Chairperson and LDC on mobile remotely</li> </ul>
<b>Lean Forward</b>	<p>Operational state prior to 'stand up' characterised by a heightened level of situational awareness and a state of operational readiness.</p> <ul style="list-style-type: none"> <li>▪ There is a likelihood that threat may affect local government area</li> <li>▪ Threat is quantified but may not yet be imminent</li> <li>▪ Need for public awareness</li> <li>▪ LDMG is now to manage the event</li> </ul>	<ul style="list-style-type: none"> <li>▪ EMQ and LDC conduct analysis of predictions</li> <li>▪ Chair and LDC on watching brief</li> <li>▪ Confirm level &amp; potential of threat</li> <li>▪ Inform LDMG members</li> <li>▪ Check all contact details</li> <li>▪ Commence cost capturing</li> <li>▪ Conduct meeting with available LDMG</li> <li>▪ Council staff prepare for operations</li> <li>▪ Determine trigger point to stand up</li> <li>▪ Prepare LDCC for operations</li> <li>▪ Establish regular communications with warning agency</li> <li>▪ First briefing core members of LDMG</li> <li>▪ LDC advises DDC of lean forward &amp; establishes regular contact</li> <li>▪ Warning orders to response agencies</li> <li>▪ Public information &amp; warning initiated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chair, LDC and LDMG members on mobile and monitoring email remotely</li> <li>▪ Ad-hoc reporting</li> </ul>
<b>Stand Up</b>	<ul style="list-style-type: none"> <li>▪ Threat is imminent</li> <li>▪ Community will be or has been impacted</li> <li>▪ Need for coordination in LDCC</li> <li>▪ Resources and personnel mobilised.</li> <li>▪ Requests for support received by LDMG agencies or to the LDCC</li> <li>▪ The response requires coordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting of LDMG Core Group</li> <li>▪ LDCC activated</li> <li>▪ Rosters for LDCC planned &amp; implemented</li> <li>▪ Commence operational plans</li> <li>▪ Local government shifts to disaster operations</li> <li>▪ LDMG takes full control</li> <li>▪ SOPs activated</li> <li>▪ Core group of LDMG located in LDCC</li> <li>▪ Commence SITREPs to DDMG</li> <li>▪ Distribute contact details</li> <li>▪ DDMG advised of potential requests for support</li> </ul>	<ul style="list-style-type: none"> <li>▪ LDCC contact through established land lines and generic email addresses</li> <li>▪ Chair, LDC and LDMG members present at LDCC, on established land lines and/or mobiles, monitoring emails</li> </ul>
<b>Stand Down</b>	<ul style="list-style-type: none"> <li>▪ No requirement for coordinated response</li> <li>▪ Threat is no longer present</li> <li>▪ Community has returned to normal function</li> <li>▪ Return to normal business operations</li> <li>▪ Recovery taking place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Final checks for outstanding requests</li> <li>▪ Implement plan to transition to recovery</li> <li>▪ Debrief of staff in LDCC</li> <li>▪ Debrief with LDMG members</li> <li>▪ Consolidate financial records</li> <li>▪ Hand over to Recovery Coordinator for reporting</li> <li>▪ Return to local government core business</li> <li>▪ Final situation report sent to DDMG</li> </ul>	<ul style="list-style-type: none"> <li>▪ LDMG members not involved in recovery operations resume standard business and after hours contact arrangements</li> </ul>

### **7.2.1 Disaster Management Executive Unit**

The Disaster Management Executive Unit comprising the Chairperson, Deputy Chairperson and the Local Disaster Coordinator of the Local Disaster Management Group represents the Local Disaster Management Group during the pre-impact stage of an event. Initial activation of the disaster management system within the Cassowary Coast Regional Council area is at the discretion of the Chairperson of the LDMG or their delegate.

Alternatively the activation of the disaster management system within the Cassowary Coast Regional Council area may also be activated upon request of the Executive Officer of the District Disaster Management Group or by the District Disaster Coordinator (DDC).

Upon a 'Cyclone Warning' the Executive Officer LDMG will notify the LDMG of the warning. Upon initial advice of 'Cyclone Warning' LDMG members will undertake cyclone preparedness. Unless requested by a LDMG member a LDMG meeting will not be held until cyclone has impacted the Cassowary Coast area.

In the Local Disaster Coordination Centre, Council shall endeavour to provide land line telephones, computer access, two way radios, desk space and administrative resources to agency Liaison Officers, however where possible agency representatives should be self-sufficient.

SITREP's will be forwarded to the Innisfail District Disaster Management Group upon activation and as requested during activation and at Stand Down of the LDCC. A record of SITREPs will be kept in Guardian System.

A Tasking Log will be completed through the Guardian System, and manually during power outages. The Activation Sub-Plan provides further information on Tasking Logs.

The local disaster management system in the Cassowary Coast Regional Council will be activated in accordance with *Portfolio #2 – Disaster Coordination Centre Activation Plan*.

The LDMG may by way of Request for Assistance to the District Disaster Coordinator, request declaration of a disaster situation in the local government area specifying under what Section of the *Disaster Management Act* the declaration is being requested and why. This declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area to prevent or minimise the loss of human life, illness or injury to humans, property loss or damage, or damage to the environment.

### **7.3 Accessing Support**

The Local Disaster Management Group may request assistance from the Innisfail District Disaster Management Group in the event that the resources available to them are either insufficient or inappropriate.

All requests to the District Disaster Coordinator will go through either the LDMG Chair, LDC or delegated officer after confirming all available local resources have been exhausted.

Council's preferred suppliers list of is held by Council's Procurement Officer. Support may be requested through the agency Liaison Officers or via the usual Council procedures. Requests to the DDC are as described previously via a Request for Assistance.

Logistics support and resource allocation is addressed in the Logistics Sub-Plan.

## 7.4 Disaster Coordination Centres

Disaster management personnel from Cassowary Coast Regional Council have been trained in the Australasian Inter Service Incident Management System (AIIMS). The AIIMS system has been modified to suit local government Disaster Coordination Centres. AIIMS is adaptable and scalable and can be used effectively for incident management. In a large scale event other centres can be set up, as required, with Planning, Operations & Logistics components, however, these centres will report to the Executive Officer in the main Disaster Coordination Centre (DCC) and will not act independently of the main DCC. Re: *Portfolio #2 – Disaster Coordination Centre Activation Plan*.

**North Area:** The primary Cassowary Coast Region Disaster Coordination centre is located in the CCRC Disaster Management Public Education & Training Centre at 11 Flying Fish Point Road, Innisfail (next to SES Innisfail Headquarters)

LDC Contact:

Phone 4043 8864

Please refer to contact list for mobile number.

This facility has been purpose built as the Local Disaster Coordination Centre. It has been designed and constructed to withstand winds equivalent to a Category 5 cyclone and it situated above the Q100 flood level. The centre provides a safe and secure hub for the activities of the LDMG and the support agencies in time of disaster.

**South Area:** Location - Meeting Room; level one, Civic Centre located at 38-40 Bryant St, Tully.

The meeting room is equipped with four (4) telephone jacks linked to an emergency number (1300 188 505) which are in a hunt group, plus two (2) separate either phone or computer outlets.

The boardroom is used by the LDMG and Liaison Officers and is equipped with three (3) telephone jacks, one (1) computer plus projector and has two (2) spare port/s for either a telephone or computer.

An emergency services (channel 34) radio is installed in the meeting room, along with a UHF radio, to communicate with all Council vehicles and plant.

## 7.5 Threat Specific Arrangements

While these events are managed by other arrangements, the Local Disaster Management Group may be activated to provide support to the responding agencies. Threat specific events may consist of but is not inclusive of the following:

- Counter Terrorism
- Epidemic or other health issues
- Exotic Animal/Plant Disease
- Invasion
- Hazardous Chemicals
- Space Debris
- Aircraft/Marine Accident
- Nuclear Explosion
- Civil Unrest
- Other man made disasters

## 7.6—Resupply

The State Disaster Management Group 'Queensland Resupply Guidelines' describes the various roles and responsibilities of different levels of the disaster management system in relation to Resupply. The Local Disaster Coordinator is responsible for the Local Government operational involvement as outlined in the Guidelines.

Retailers in the region have their own business continuity plans which describes their own annual preparations for the 'wet season' to ensure they have sufficient stocks available should transportation be restricted. Existing arrangements are in place with local retail outlets to source required supplies and formal Requests for Assistance may be forwarded to the DDC should requests fall outside local capabilities.

The Bruce Highway is subject to flooding south of the Cassowary Coast Region, however it generally subsides within a few days or a week at most, depending on the severity of the event and amount of rainfall. Minor flooding on the Bruce Highway north of the community also occurs, however this is generally for short periods of time. Access is generally available to neighbouring towns including Cairns and Atherton, however it is possible these towns may also be affected by the same event depending on the size and severity.

## **8 RECOVERY**

### **8.1 Concept of Operations for Recovery**

The Local Disaster Management Group and the Disaster Coordination Centre plays a key role in the immediate response period, particularly in the establishment and operation of evacuation centres.

The primary responsibility for the provision of long-term recovery resources and funding rests with the appropriate State and Federal community support referral agencies with Department of Communities as lead agency.

Local Disaster Management Groups should ensure that recovery arrangements are prepared for, planned for and implemented to support their applicable local government area. Queensland has adopted the nationally established principles for recovery which recognise that successful recovery relies on:

- (a) understanding the context
- (b) recognising complexity
- (c) using community-led approaches
- (d) ensuring coordination of all activities
- (e) employing effective communication
- (f) acknowledging and building capacity

### **8.2 Activation for Recovery Arrangements**

The four levels of activation for recovery are ALERT, LEAN FORWARD, STAND UP and STAND DOWN. It is important to note that recovery commences before response ends. A description of each level of recovery in relation to response levels of activation is shown below.



Response Alert		Triggers	Actions	Communications
Response Lean Forward	Recovery Alert	<ul style="list-style-type: none"> <li>Response phase at 'lean forward' level of activation</li> </ul>	<ul style="list-style-type: none"> <li>Appointment of State Recovery Coordinator (SRC) as appropriate</li> <li>Potential actions and risks identified</li> <li>Information sharing commences</li> <li>SRC in contact with SDCC/SDC</li> <li>Initial advice to all recovery stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>SRC and State Recovery Group members on mobile remotely</li> <li>Ad hoc reporting</li> </ul>
Response Stand Up	Recovery Lean Forward	<ul style="list-style-type: none"> <li>Response phase at 'stand up' level of activation</li> <li>Immediate relief arrangements are required during response phase</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring of response arrangements</li> <li>Analysis of hazard impact or potential impact</li> <li>Relief and recovery planning commences</li> <li>Deployments for immediate relief commenced by recovery functional agencies</li> </ul>	<ul style="list-style-type: none"> <li>SRC and SRG members on mobile and monitoring email remotely</li> <li>Regular reporting</li> </ul>
	Recovery Stand Up	<ul style="list-style-type: none"> <li>Immediate relief arrangements continue</li> <li>Medium term recovery commences. Response phase moves to 'stand down' level of activation.</li> </ul>	<ul style="list-style-type: none"> <li>SRG activated at SDCC or alternate location</li> <li>Recovery plan activated</li> <li>Deployments for immediate relief response</li> <li>Action plans for four functions of recovery activated as required</li> <li>Community information strategy employed</li> <li>Participate in response debrief</li> <li>Transition arrangements from 'response and recovery' to 'recovery' activated including handover from SDC to SRC</li> <li>Action plans for four functions of recovery continue</li> <li>Community information strategies continue</li> </ul>	<ul style="list-style-type: none"> <li>SRC and SRG members present at SDCC or alternate location, on established land lines and/or mobiles, monitoring emails</li> <li>SRC and SRG members involved in medium term recovery continue as required</li> <li>Regular reporting to SDMG/SDC</li> </ul>
Response Stand Down	Recovery Stand Down			

### 8.3 Recovery Sub Plan

The Local Disaster Management Group Recovery Sub Plan provides a framework for the coordination of recovery operations within the Cassowary Coast Regional Council area and is supported by the procedures outlined in the Queensland Recovery Guidelines.

#### Scope

The recovery strategy has been developed to:

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

### 8.4 Functions of Recovery

For the purpose of effective coordination, aspects of recovery are conceptually grouped into four functions:

**Human-Social Recovery:** includes personal support and information, physical health and emotional, psychological, spiritual, cultural and social well-being, public safety and education, temporary accommodation, financial assistance to meet individual needs and uninsured household loss and damage. The functional lead state agency for human-social recovery is the Department of Communities.

**Economic Recovery:** includes renewal and growth of the micro economy (within the affected area), the macro economy (overall economic activity of the State), individual and household entities (e.g. employment, income, insurance claims), private and government business enterprises, industry, assets, production and flow of goods and services. The functional lead State agency for economic

recovery is the Department of Employment, Economic Development & Innovation (DEEDI).

**Environmental Recovery:** includes restoration and regeneration of biodiversity (species and plants), eco-systems, natural resources, environmental infrastructure, amenity / aesthetics (e.g. scenic lookouts), culturally significant sites and heritage structures. It also includes management of environmental health, waste, contamination, pollution and hazardous materials. The functional lead State agency for environmental recovery is the Department of Environment and Resource Management (DERM).

**Roads and Transport Recovery:** includes repair and reconstruction of residential, public, commercial, industrial and rural buildings and structures, government structures, utility structures, systems and services (transport, water, sewage, energy. Communications) and other essential services and dam safety. The functional lead State agency for infrastructure recovery is the Department of Local Government and Planning (DLGP).

**Building Recovery:** includes repair and reconstruction of residential, public, commercial, industrial and rural buildings and structures, government structures, utility structures, systems and services (transport, water, sewage, energy. Communications) and other essential services and dam safety. The functional lead State agency for infrastructure recovery is the Department of Local Government and Planning (DLGP).

For further details, please refer to Portfolio #15—Cassowary Coast Recovery Sub Plan.

## **8.5 Local Recovery Coordinator**

The LDMG may appoint a Local Recovery Coordinator (LRC) to coordinate recovery at the local level. The LRC is appointed by the Chairperson, and advised to the Chair of the State Recovery Group and may be appointed pre-emptively. The person appointed may not be the same person appointed as the LDC. The LRC and LDC will liaise regularly during disaster operations.

The role of the LRC, where appointed, is to chair the Local Recovery Group, liaise with functional lead agency representatives, and work with agencies and the community to assist the LDMG to implement the Recovery Sub-Plan and coordinate a recovery strategy during disaster operations.

## **8.6 Establishment and Governance of the Local Recovery Group (LRG)**

The primary task to be undertaken with the Local Recovery Coordinator role will be to liaise with all support agencies to ensure all community needs are identified and addressed.

A comprehensive list of support agencies which may be available to assist are detailed in Portfolio #15—Cassowary Coast Recovery Sub Plan:

Dependant on the event and the extent of the recovery action required the LRG may consist of the following roles:

- Chairperson
- Recovery Coordinator
- QFES Emergency Management advisor
- Planning Officer
- Logistics Officer
- Finance Officer
- NDRRA Officer
- Administration Officer

It's important to note that one person may be allocated several of the above responsibilities.

## 8.7 Local Operational Recovery Group Structure

The Local Recovery Coordinator along with the Director of Community Services will over see the operations of the Local Operational Recovery Group.

The Groups will be established to specifically address the Four Elements of Recovery detailed above and as such four separate sub-groups will be established. Each sub-group will be chaired by the relevant Councillor(s) that hold the Portfolios which are in line with the function of the sub-group. Where more than one Councillor is involved in a sub-group, the Local Recovery Coordinator and Director of Community Services will appoint one of the Councillors as Chair of that sub-group.

## 9 REVIEW AND REPORTING

### 9.1 Review of Disaster Management Arrangements

The Cassowary Coast Disaster Management Plan will be reviewed annually by a working group from the Local Disaster Management Group as follows: -

<b>August</b>	Working group reviews and amends (as required) the main plan
<b>September</b>	Draft plan submitted to full Local Disaster Management Group for acceptance/amendment
<b>October</b>	Reviewed plan submitted to Council for approval
<b>November</b>	Update plan submitted to the District Disaster Management Group for endorsement

The master contact list for all organisations/persons involved in the Council's disaster management arrangements shall be reviewed/updated at each meeting of the Local Disaster Management Group (and any subordinate Groups) and will be held by the Executive Officer.

### 9.2 Review of Operational Plans

The Operational Plans should be reviewed by a working group led by the designated responsible agencies, as follows:-

<b>April-July</b>	Working groups review and amend (as required) the supporting plans
<b>September</b>	Draft amended plans submitted to full Local Disaster Management Group for acceptance or further amendment
<b>October</b>	Reviewed plans submitted to Council as part of the Main Plan

*N.B. If at any time during the year, it becomes apparent that an urgent amendment to or review of the planning documentation is required for operational effectiveness, then such review or amendment must be implemented expeditiously.*

### 9.3 Operational Reporting

Operational Reporting will occur as per *Portfolio #2 – Disaster Coordination Centre Activation Plan*.

### 9.4 Performance Reporting

The Local Disaster Management Group will report annually (and at other times as may be directed) regarding its activities to the full Council. The annual report shall include such content as may be required by the Act, and copies thereof shall be furnished to the District Disaster Co-ordinator and the Executive Manager QFES Emergency Management. Re: Appendix E – Annual Disaster Management Status Report.

Before each scheduled meeting of the District Disaster Management Group the Local Group will provide specific information to the District Disaster Management Group. Queensland Fire and Emergency Service will notify the Executive Officer of the Local Group when the information is required.

### 9.5 DDMG Representative

The Local Group Representative on the District Disaster Management Group is the Chairperson LDMG or delegated representative.

## 10 Financial Management

### 10.1 Financial Management Process

Due to the enormous costs often associated with disaster events it is difficult for Local Governments to include these expenses in the budgetary processes. Finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

Council has a pre-determined financial management process for expeditious financial authorisation during disaster related activation. Re: *Portfolio #8 – Financial Management Plan*

#### 10.1.1 Disaster Recovery Funding Arrangements

Either of the two arrangements available in Natural Disaster Relief and Recovery Arrangements (NDRRA) and Queensland State Disaster Relief Arrangements (SDRA) can be activated depending upon the type and scale of the disaster.

**SDRA** is a wholly *State* funded, **all hazards**, personal hardship financial assistance package. The relief measures available include Disaster Relief Assistance Scheme and Counter Disaster Operations. The restoration of state or local government assets requires the activation of NDRRA.

**NDRRA** relates to eligible **natural** disasters, such as bushfire, cyclone, tsunami, earthquake, storm surge, meteor strike, flood, landslide, tornado and storm. NDRRA are provided through a cost sharing formula (between Queensland and Australian Governments) on a range of pre-agreed relief measures. The application of these relief measures is based on Queensland's interpretation, alignment and acceptance of the relief assistance measures outlined in the Australian Government NDRRA Determination 2017.

# **11 Media Management**

## **11.1 Public Information & Warnings**

Warnings may emanate from different sources, dependent upon the event.

Local Government is responsible for collecting, monitoring, managing and disseminating information and warnings to the public before, during and after disaster events. *Refer to Portfolio #3 – Public Information & Warnings Plan & #17 – Media Management Plan*

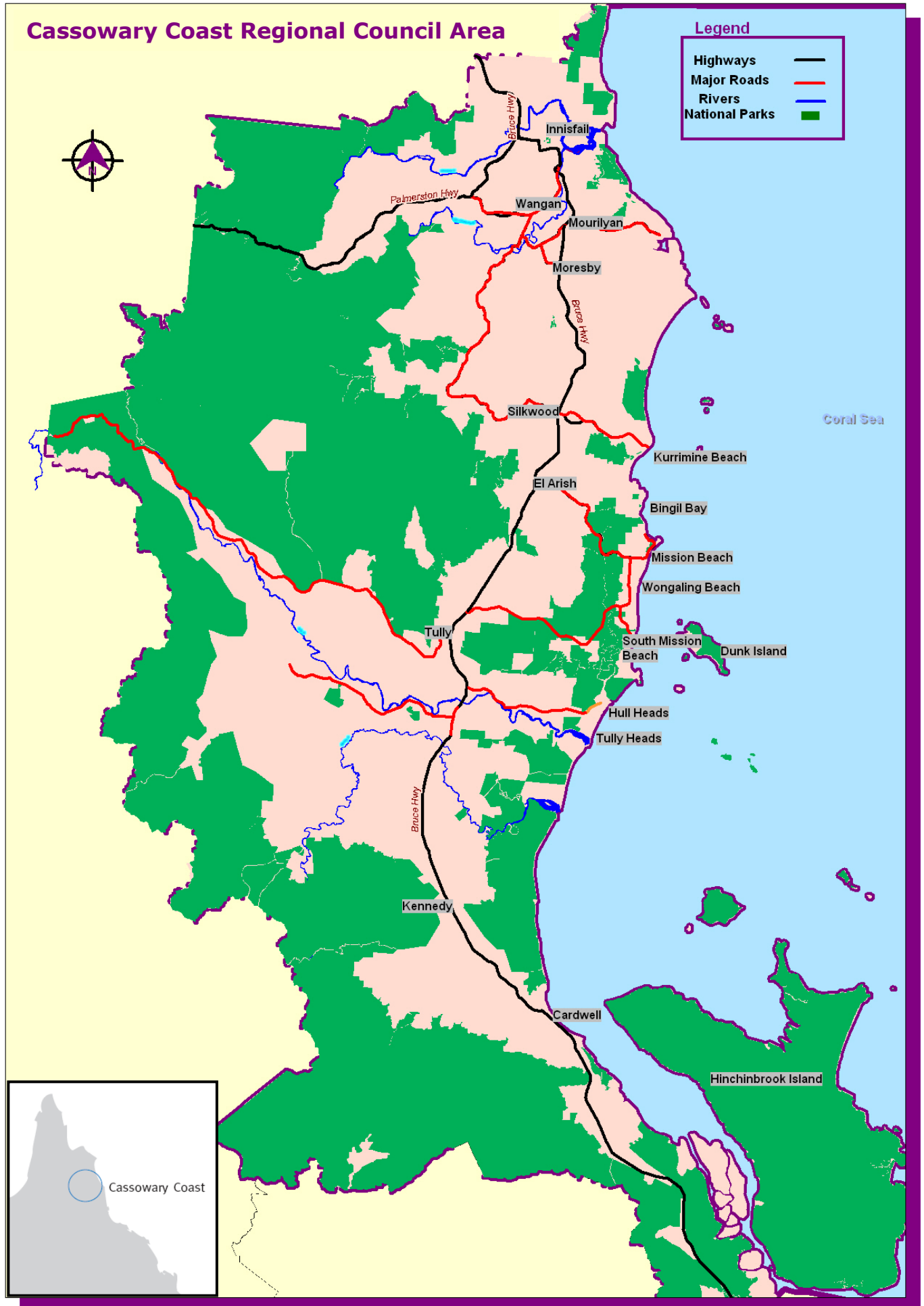
It is recognised that various agencies involved in the Disaster Management system may also issue media releases independently of Local Government on information relating directly to their agency.

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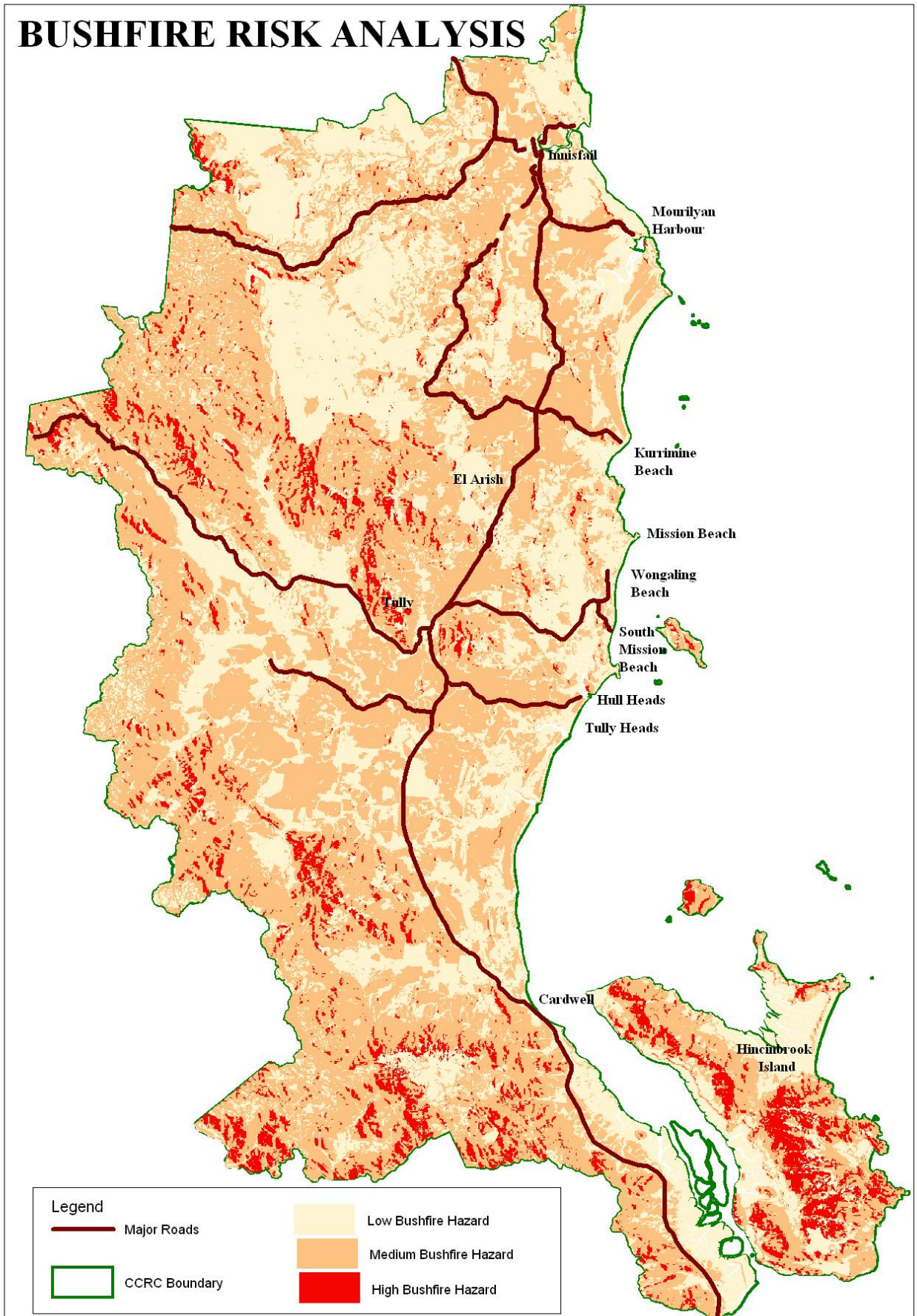
## 12 Contact List

**Not For Public Dissemination**

# APPENDIX A MAP OF CASSOWARY COAST REGIONAL COUNCIL AREA



**APPENDIX C  
BUSHFIRE RISK ANALYSIS MAP  
CASSOWARY COAST REGIONAL COUNCIL AREA**





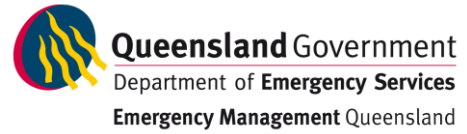
## APPENDIX D

### DISASTER MANAGEMENT TRAINING REGISTER

The months of November - April are commonly known as the 'Wet Season' or 'Cyclone Season'. Major training or exercises are best conducted outside of this period, however, training can be offered throughout the year by various organisations/departments involved in Disaster Management. Any training or exercise outcomes identified as requiring a review of the disaster management plans should be implemented and adopted by Council, LDMG & DDMG prior to the start of the next 'Wet Season' or 'Cyclone Season'.

Month	Activity	Responsibility	Action
Throughout Year	Continually review DMTF training requirements for Council staff, LDMG Group & Sub Committee members	LDC	Advise & organise with QFES any training requirement for Council staff, LDMG or sub committee members
Throughout Year	Monitor disaster management training offered by QFES	LDC	Advise & organise with QFES any training requirement for Council staff, LDMG or Sub Committee members
January	Cyclone/Wet Season		
February	Cyclone/Wet Season		
March	Cyclone/Wet Season		
April	Cyclone/Wet Season		
May - June	Desk Top exercise for LDMG & Sub Committees	LDC	Create and conduct a desktop exercise for the LDMG simulating a disaster scenario affecting the shire.
May - October	Individual LDMG departments/organisational exercises or training	Individual LDMG departments/organisations	Advise Council staff, LDMG & sub committee members of any available external disaster management training. Liaise with agency on behalf of training applicants.
November	Train & exercise DCC staff	LDC	Create and conduct a real time exercise for DCC staff

**APPENDIX E  
ANNUAL DISASTER MANAGEMENT STATUS REPORT**



**Cassowary Coast**

**ANNUAL DISASTER  
MANAGEMENT STATUS REPORT**

to the

**Innisfail District Disaster Coordinator**

and the

**Innisfail District Disaster Management Group**

Date:

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# **CASSOWARY COAST LOCAL DISASTER MANAGEMENT GROUP**

## **1. MEMBERSHIP**

Refer to Annexure A for a detailed list of current LDMG members.

## **2. MEETINGS**

LDMG Meeting Frequency

Last LDMG Meeting

Next LDMG Meeting

## **3. LOCAL DISASTER MANAGEMENT PLAN**

Date of Last Plan Review

Type of Review Conducted

Amendments

## **4. OPERATIONAL ACTIVITIES**

Readiness Status

Staff Availability

Coordination Centre Resourcing

Operations Conducted

Remedial Action

## **5. TRAINING and DEVELOPMENT**

Training Conducted

Identified Training Needs

## **6. EXERCISES**

Exercises Conducted

Remedial Action

Proposed Exercises

## **7. PUBLIC AWARENESS**

Public Awareness Activities Conducted

Proposed Public Awareness Activities

## **8. RISK MANAGEMENT / MITIGATION**

Studies Program (NDRMSP or NDMP)

Mitigation Plan

Mitigation Measures

Impediments to Implementation of Mitigation Measures

## **9. INTERGRATION WITH BUISNESS PLANNING**

Mitigation Plan



**Cassowary Coast Regional Council  
Disaster Management Plan 2019**