Etheridge Shire
Local Disaster Management Group

Local Disaster Management Plan

Version 4.1   July, 2023

Foreword

The Etheridge Shire is situated in the heart of the Gulf Country, on the Savannah Way 380 kilometres west of Cairns and 372 kilometres east of Karumba. Our shire is endowed with excellent cattle breeding county, a multitude of natural wonders and a number of small communities all of which may be subject to the impacts of disaster events.

The previous events of droughts, fires and floods has highlighted the need for the Etheridge Shire Council to have in place a robust and sustainable Disaster Management Plan to guide us in the management of any disaster events that may affect our communities, our infrastructure, our environment and our economy.

With this in mind, I have asked for this latest version of the Etheridge Shire Council Local Disaster Management Plan to be developed to ensure there is continuity of best practice, coordination, consistency and compliance with State guidelines, changes to the Disaster Management Act and Regulations and Emergency Management Assurance Framework.

This plan is a vital tool in managing disasters, real or potential, with a dedicated commitment towards promotion of community safety through the strategies of Prevention, Preparedness, Response and Recovery.

We have a very large area of approximately 40,000 square kilometres with our population spread thinly across this area. However with today's communications capabilities we can be aware of events as they occur anywhere in the shire and manage a response to those events from the shire base in Georgetown.

This Local Disaster Management Plan outlines how we will prepare for, respond to and recover from disaster events. These arrangements will be led by the Etheridge Local Disaster Management Group of which I am the Chairperson.

The ultimate beneficiaries of robust disaster management arrangements will be the community through the actions we will take as detailed in this plan.

Accordingly, there is a need for all of us who reside within the Etheridge Shire to be prepared and to be resilient when confronting all types of natural disasters and man-made hazards.

I commend this plan to you.

Cr. Barry Hughes, Mayor

Chairperson
Local Disaster Management Group
Etheridge Shire Council

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Authority to Plan

This plan has been prepared by the Etheridge Shire Local Disaster Management Group for the Etheridge Shire Council under the provisions of Section 57(1) of the Disaster Management Act 2003.

Approval

The preparation of this Local Disaster Management Plan has been undertaken in accordance with the Disaster Management Act 2003, to provide for disaster management and disaster operations in the Etheridge local government area.

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

B. G. Hughes

Cr Barry Hughes
Chairperson
Local Disaster Management Group

Date: 27th July 2023

Endorsement

The preparation of this Local Disaster Management Plan has been undertaken in accordance with the Disaster Management Act 2003, to provide for effective disaster management in the Etheridge local government area.

The plan is endorsed by the Etheridge Shire Council.

B. G. Hughes

Cr Barry Hughes
Mayor
Etheridge Shire Council

Date   27th July 2023

Amendments and Review

This plan will be reviewed as required by *Section 59 of the Disaster Management Act 2003*, with relevant amendments made and distributed.

Approved amendments to the plan will be circulated as per the distribution and contacts lists, which are maintained by the Etheridge Shire Council on behalf of the Local Disaster Management Group.

Document Control

The controller of the document is the Etheridge Local Disaster Coordinator. Any proposed amendments to this plan should be forwarded in writing to:

Etheridge Local Disaster Coordinator, Etheridge Shire Council, PO Box 12, Georgetown Qld. 4871.

The Local Disaster Coordinator may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved by the Local Disaster Management Group and endorsed by the local government.

Amendment Register

Amendment		Plan Updated	
Version	Issue Date	Author	Reason for Change
1	08 September 2011	LDC	
2	20 June 2012	QFES	
3	29 October 2012	QFES and LDMG	
3.1	12 November 2012	LDC	
3.2	9 August 2013	QFES and LDC	(Governance and Reporting information amended)
3.3	25 November 2015	LDC	Annual Review
3.4	19 July 2016	LDC, LDMG, QFES	Annual Review
3.5	22 June 2017	LDC, CHAIR AND QFES	Annual Review
4.0	May 2021	LDMG,QFES & Warren Bridson Consulting	Redeveloped to contemporary disaster management planning practices
4.1	July 2023	LDC, CHAIR AND QFES	Annual Review

Distribution

The Etheridge Local Disaster Management Plan (Excluding the controlled Annexures) is available for inspection at Council's offices in accordance with the Disaster Management Act 2003.

An electronic copy of the Local Disaster Management Plan will be available on the Etheridge Shire Council's website www.etherdige.qld.gov.au for the public to view. Please check the version you are using is the current amended version 4.1.

1. Introduction

1.1. Description of the Shire

Geography

Etheridge Shire is located in Far North Queensland at the base of Cape York Peninsula centralised between Cairns on the East Coast and Karumba in the Gulf of Carpentaria. The Etheridge Shire has a total area of approximately 40,000 km². Etheridge Shire boundaries with Tablelands Regional Council to the North-East, Charters Towers Regional Council to the South-East, Croydon Shire Council to the West, and Flinders and Richmond Shire Councils to the South-West.

Land

Etheridge Shire is an extremely diverse environment, encompassing freehold lands and various types of leasehold lands, National Parks, and protected areas. The main central and southern sectional areas of the Shire are very broken and hilly country, with cliffs and escarpments covered with scrub. To the West and in the South Eastern sectional areas are mainly flat plains and undulating terrain covered mainly with scrub and waterholes.

Rivers

Etheridge Shire is located primarily in the Gilbert River catchment which boasts three major river systems namely the Einasleigh River to the East, the centralised Etheridge River, and the Gilbert River to the West. These rivers run predominantly South to North flowing through to the Gulf of Carpentaria. The southern end of the Shire does feed the Flinders Catchment.

Industry

The primary industries operating within the Etheridge Shire are tourism and beef. Secondary industries are Mining, and agriculture. The Beef industry alone accounts for $52 million of the local economy with the tourist industry contributing in excess of $50 million in the Gulf Region.

Climate and Weather

The climate is tropical and therefore experiences the typical wet and dry seasons. The average rainfall in Georgetown is 823.5 mm, over an average days rain of 45.6 days per annum during the months of December to March. The mean maximum temperature is 32.7° with a mean minimum temperature of 18.4° measured in Georgetown.

Population

Population (at 2021)	14
Annual Growth	-9.0%
Median Age	46 years
Projected Forecast 2031	725

Source: Australian Bureau of Statistics 2021

Indigenous/Non-Indigenous

According to the Australian Bureau of Statistics data of the 793 persons living in the shire, 5.5% are identified as being Aboriginal and Torres Strait Islander.

Itinerant Residents

Itinerant residents are mainly comprised of backpackers and tourists between the months of April to December, and account for a minimum of between 50% - 60% increase in population during these months.

Communities

The principal town is Georgetown with Mt Surprise 98 km to the East, Forsayth 40km to the South and Einasleigh 110km to the South-East. The Shire also has several small communities including Kidston, Oak Park, Lynd and the Gilbert River. The Shire also has several decentralised tourist facilities including Cobbold Gorge, Undara, Gilberton, Tallaroo, O'Brien's and Agate Creek Safari Camp. A 450 person work camp is to be established at Kidston in 2021.

Hazards

Flooding in the wake of a coastal cyclone or monsoonal activity is a constant threat and is experienced on a wide ranging scale throughout the Shire. Although generally not life threatening, the loss of essential roads has economic consequences for the Shire.

Transport

The Etheridge Shire local government area is serviced principally by two distinct road networks and a rail service from Cairns to Forsayth. Roads are the state controlled Kennedy Developmental Road that traverses along the eastern and southern boundaries of the Shire, Gregory Developmental Road that transects the Kennedy Developmental Road at the Lynd in the southern end of the Shire and extends North to the Gulf Developmental Road, and the Gulf Developmental Road which transects the Shire from East to West. Local government controlled roads feed from the State controlled network to service the population centres of the shire.

The 1478km of local government roads consist almost entirely of unsealed gravel roads traversed by numerous streams and rivers. The current flood immunity of both networks is less than eight (8) month recurrence interval.

Electricity Supply

The electricity supply for the Shire is supplied by 132kv aerial lines from a substation in Townsville. The line is 132kv from Townsville to Georgetown then steps down to 66kv from Georgetown to Normanton.

There is a network of 22kv feeder lines that supply Gilbert River, Ironhurst, Oak Park, North Head areas, and the townships of Forsayth, Mt Surprise and Einasleigh. Kidston is supplied from the 132kv substation at Kidston.

The Ergon Energy representative has advised that our main communities could be supplied from Mt Garnet in an emergency if the Townsville supply was lost during an event.

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1.2. Purpose of Plan

The purpose of this plan is to ensure the consistent approach with the Queensland Disaster Management Standards & Guidelines to disaster management by the establishment of procedures for the management of disasters in the Etheridge Shire and to be consistent with the Queensland Disaster Management Arrangements (QDMA) along with the Emergency Management Assurance Statement and the Queensland Government Strategic Policy Framework.

This plan also distinctly endorses and sponsors strong viable working relationships with the Mareeba Disaster District and all agencies within the Local Disaster Management Group where collaboration, cooperation and communications are paramount.

1.3. Objectives

The key objectives of the disaster management plan are to:

a) Ensure that a coordinated and effective system for disaster management exists for the Etheridge Shire.
b) Detail specific strategies relating to the prevention, preparedness, response and recovery from a disaster.
c) Describe the roles and responsibilities of the disaster management stakeholders to support the Etheridge Shire Local Disaster Management Group.

1.4. Disaster Management Priorities

The priority areas for the Etheridge Shire Local Disaster Management Group will be:

- Saving of life
- Protection of property
- Protection of the environment
- A local focus on awareness
- Preparedness leading to resilience
- Encouraging individuals to reduce risks

1.5. Hierarchy of Plans
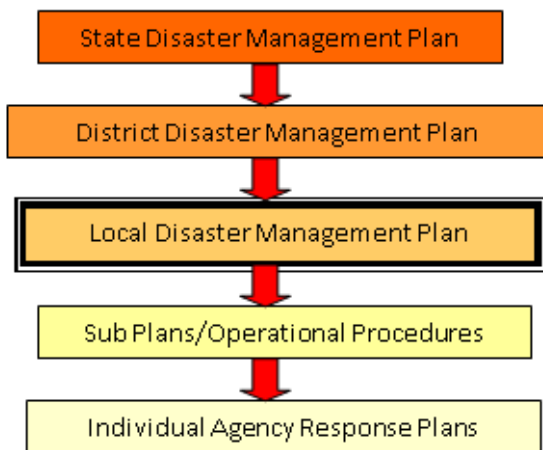
1.6. Strategic Policy Statement

In compliance with the Queensland Disaster Management Strategic Policy Statement, the Etheridge Shire Local Disaster Management Group has adopted the following objectives that will underpin disaster management in the Etheridge local council area.

- Strive to reduce the impact effects of disaster events on people, property and the environment
- Encourage and support local communities to manage disaster risks, respond to events and to be more resilience
- promote the concepts of a partnership between the LDMG and the community with community members taking responsibility for their own safety
- promoting community resilience and economic sustainability through disaster risk reduction.

1.7. Queensland Disaster Management Act 2003

The Act provides for matters relating to Disaster Management in Queensland. This Local Disaster Management Plan has been prepared so that it is consistent and complies with The Act.

This plan is consistent with the principles in the State Disaster Management Group's Disaster Management Strategic Policy Framework and focuses on a comprehensive, all hazards approach with all agencies working in partnership to reduce the effects of disasters .

This plan builds on the four guiding principles outlined in The Act.

1. Disaster management should be planned across the four phases - prevention, preparation, response and recovery

2. All events, whether natural or caused by human acts or omissions, should be managed in accordance with the strategic policy framework, the State Disaster Management Plan and any other disaster management guidelines

3. Local governments should primarily be responsible for managing events in their local government area

4. District groups and the state group should provide local governments with appropriate resource and support to help the local governments carry out disaster operations.

Ref: www.legislation.qld.gov.au/view/html

1.8.   Scope

Map of Etheridge Shire
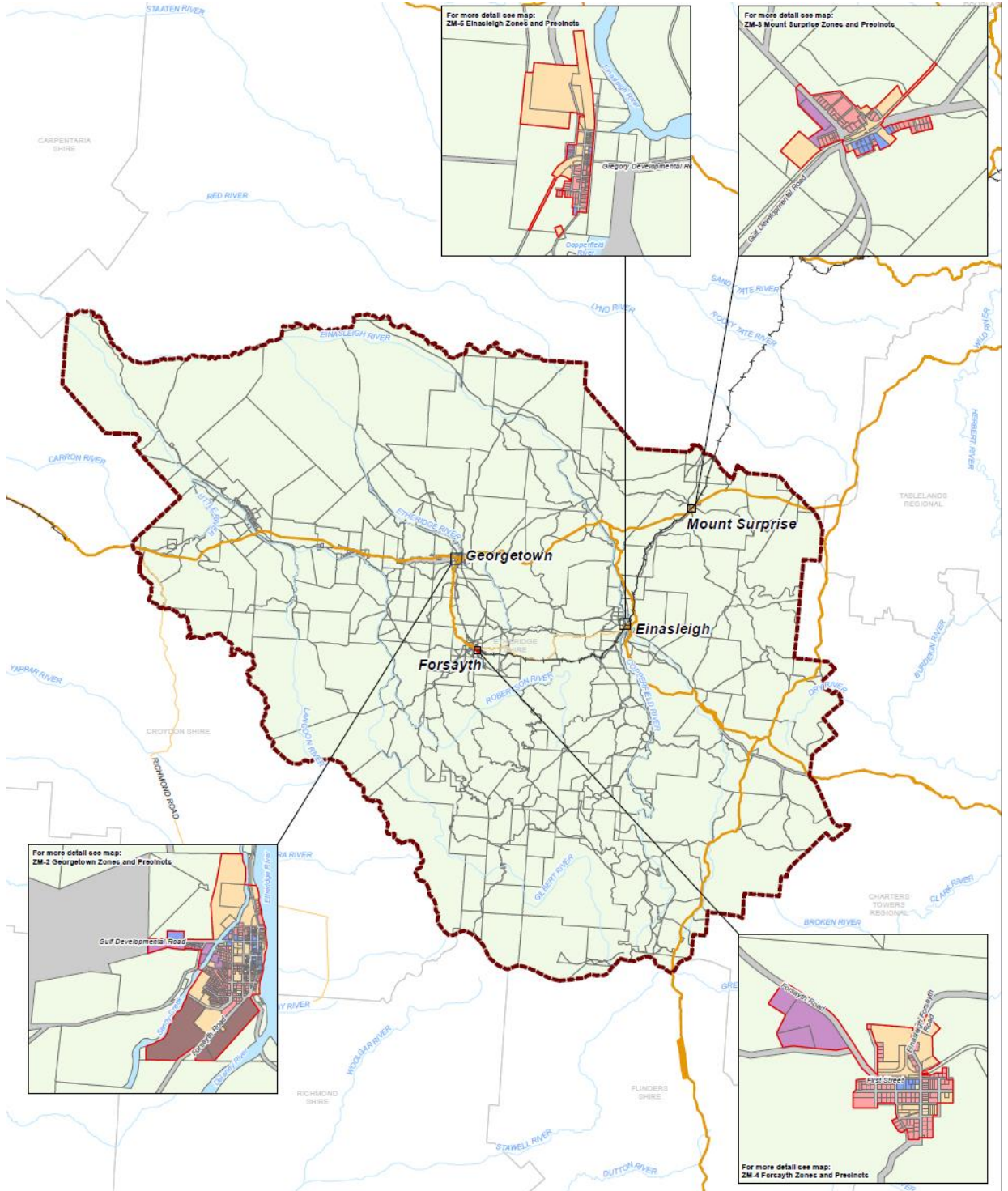
1.9. Georgetown Annual Rainfall and Temperature

GEORGETOWN POST OFFICE
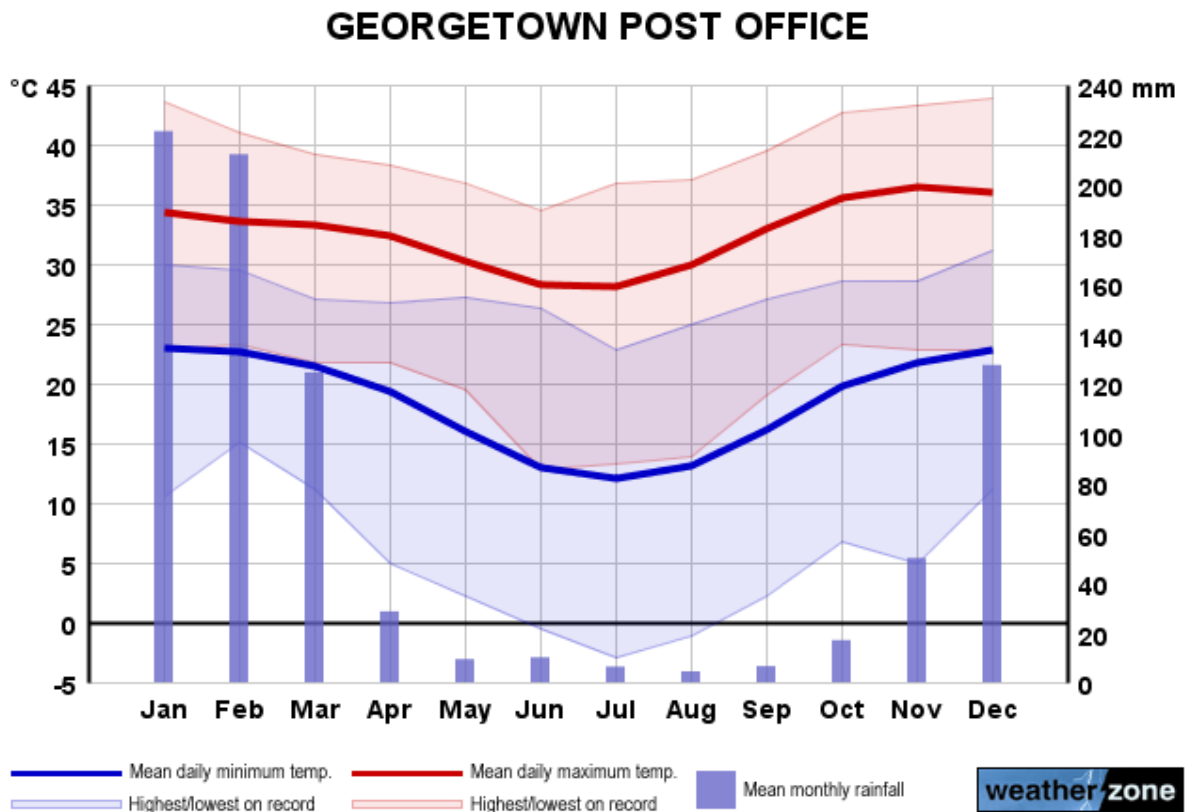
1.10. Etheridge Shire Age Structure of Population

For current details of population, demography and other census data see:
www. abs.gov.au/statistics and for Regional information see:
https://profile.id.com.au/fnqroc

1.11. Number of Businesses by Industry -

Agriculture, forestry and fishing (no.)	127
Mining (no.)	3
Construction (no.)	11
Wholesale trade (no.)	3
Retail trade (no.)	3
Accommodation and food services (no.)	10
Transport, postal and warehousing (no.)	3
Rental, hiring and real estate services (no.)	4
Professional, scientific and technical services (no.)	6
Administrative and support services (no.)	3
Number of Businesses by Industry - Total (no.)	179

1.12.   Public Buildings, Businesses and Spaces

GEORGETOWN				
Description	**Location**	**Group / Agency**	**Asset Type**	**Disaster Capacity**
Etheridge Shire Council Administration Building	St George Street, Georgetown	Local Government	Building	Communications, Local Disaster Coordination Centre Generator Backup
Etheridge Shire Council Town Hall	St George Street, Georgetown	Local Government	Building	Emergency Accommodation and Catering Facility and Cold Room (100 people) Generator Backup
Etheridge Shire Council Depot	Mary Street, Georgetown	Local Government	Building	Workshop Facility, Emergency Store, Toilets and shower facilities, UHF Base Station, Generator Backup
Students Hostel	High Street, Georgetown	Local Government	Building	Emergency Accommodation and Catering Facility (26 people) Portable Generator Backup
Georgetown Child Care Facility	High Street, Georgetown	Local Government	Building	Limited Shelter and accommodation
Heritage Park	Normanton Street, Georgetown	Local Government	Open Space, Building	Toilet, Baby Change room. Caravan Dump Point
Multi Sports Complex	St. George Street Georgetown	Local Government	Open Space, Buildings	Toilet facilities, Conference room, Kitchen,
Greens Park	St George Street, Georgetown	Local Government	Open Space, Building	Toilet facilities
Sports Oval	Crampton Road, Georgetown	Local Government	Open Space, Building	Toilet and Shower facilities
Rodeo Grounds	Crampton Road, Georgetown	Community Organisations	Open Space, Building	Limited Toilet and Shower facilities, Catering facilities (300 people) Cold Room
Georgetown Health Clinic (Health Clinic)	Normanton Street, Georgetown	Other Government Agencies	Building	Medical
Georgetown State School	High Street, Georgetown	Other Government Agencies	Building	Limited Shelter
Queensland Government Offices (QGAP)	High Street, Georgetown	Other Government Agencies	Building	Limited Shelter, Office Space
Post Office	St George Street, Georgetown	Local Business	Building	NIL

Georgetown Roadhouse	St George Street, Georgetown	Local Business	Building	Fuel supplies, including AV gas and Jet A fuel, catering facilities, groceries
BP Travellers Tavern	Gulf Dev. Road, Georgetown	Local Business	Building	Fuel supplies, catering facilities, groceries
Midway Service Station and Van Park	Gulf Dev. Road, Georgetown	Local Business	Building	Fuel supplies, catering facilities, limited accommodation
Goldfields Van Park	Cemetery Road, Georgetown	Local Business	Facility, buildings	Limited accommodation, van sites and amenities
Georgetown Golf Club	Cemetery Road, Georgetown	Community Organisations	Building	Limited shelter, catering facilities
Wenaru Hotel Motel	St George Street, Georgetown	Local Business	Building	Accommodation and catering facilities
Latara Resort Motel	Gulf Dev. Road, Georgetown	Local Business	Building	Accommodation and catering facilities
Bushy's Tyre and Mechanical	St George Street, Georgetown	Local Business	Building	Workshop facilities, vehicle retrieval plant
Church Groups	Various, Georgetown	Community Organisations	Buildings	Limited accommodation
Georgetown Butchery	St George Street, Georgetown	Local Business	Building	Meat supplies
Venies Fruit and Veg	St George Street, Georgetown	Local Business	Building	Fruit and Vegetables supplies

MT SURPRISE				
Description	**Location**	**Group / Agency**	**Asset Type**	**Disaster Capacity**
Planet Earth Adventures	Gulf Dev. Road, Mt Surprise	Local Business	Building	Accommodation and catering facilities/ backup generator/ cold room
Diggers Rest	Mt Surprise	Local Business	Camping Grounds	Accommodation and catering facilities
Obrien's Creek	Mt Surprise	Local Business	Camping Grounds	Accommodation and catering facilities
Mt Surprise Hotel	Gulf Dev. Road, Mt Surprise	Local Business	Building	Accommodation and catering facilities
Mt Surprise Store	Gulf Dev. Road, Mt Surprise	Local Business	Building	Fuel supplies, catering facilities, groceries and cold room
BP Service Station	Gulf Dev. Road, Mt Surprise	Local Business	Building	Fuel supplies, accommodation and catering facilities
Bedrock Village Caravan Park	Gulf Dev. Road, Mt Surprise	Local Business	Building	Accommodation
Mt Surprise Medical Clinic	Gulf Dev. Road, Mt Surprise	Local Government	Building	Medical
Mt Surprise State Primary School	Gulf Dev. Road, Mt Surprise	Other Government Agencies	Building	Accommodation, showers, toilets
Mt Surprise Town Hall	Gulf Dev. Road, Mt Surprise	Local Government	Building	Limited shelter and catering facilities, toilets

EINASLEIGH				
Description	**Location**	**Group / Agency**	**Asset Type**	**Disaster Capacity**
Einasleigh Hotel	Daintree Street, Einasleigh	Local Business	Building	Accommodation, catering facilities, fuel supplies
Post Office	Baroota Street, Einasleigh	Local Business	Building	NIL
Einasleigh Police Station	Baroota Street, Einasleigh	Other Government Agencies	Building	Shelter and accommodation
Einasleigh Race Track	Baroota Street, Einasleigh	Community Organisation	Building	Shelter, Showers, Toilets
Copperfield Lodge Caravan Park	Baroota Street, Einasleigh	Local Business	Camping Grounds	Showers and toilets
Einasleigh Town Hall	Baroota Street, Einasleigh	Local Government	Building	Limited shelter and catering facilities
Einasleigh Medical Centre	Baroota Street, Einasleigh	Local Government	Building	Medical

FORSAYTH				
Description	**Location**	**Group / Agency**	**Asset Type**	**Disaster Capacity**
Forsayth Police Station	Einasleigh Road, Forsayth	Other Government Agencies	Building	NIL
Forsayth Primary School	Third Street, Forsayth	Other Government Agencies	Building	Accommodation, showers, toilets.
Forsayth Health Clinic	Eighth Street, Forsayth	Other Government Agencies	Building	Medical
Forsayth Library	Goldsmith Road, Forsayth	Local Government	Building	Limited Shelter
Goldfields Hotel/Finnigan's Rest/Forsayth Post office/ store/	Forsayth Road, Forsayth	Local Business	Building	Accommodation, catering facilities, fuel supplies
Forsayth QCWA	Goldsmith Road, Forsayth	Community Organisations	Building	Shelter and catering facilities
Forsayth Van Park	Forsayth Road, Forsayth	Local Business	Building	Accommodation, groceries

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2. Governance

2.1. Overview

The Etheridge Shire disaster management arrangements are based on partnerships between the community and the Local Disaster Management Group to deliver coordinated and cooperative outcomes. A number of sub plans will support the Local Disaster Management Group to achieve response and recovery effectiveness.

2.2. Disaster Management System

The Disaster Management System in Queensland comprises of three levels - **Local, District and State**.
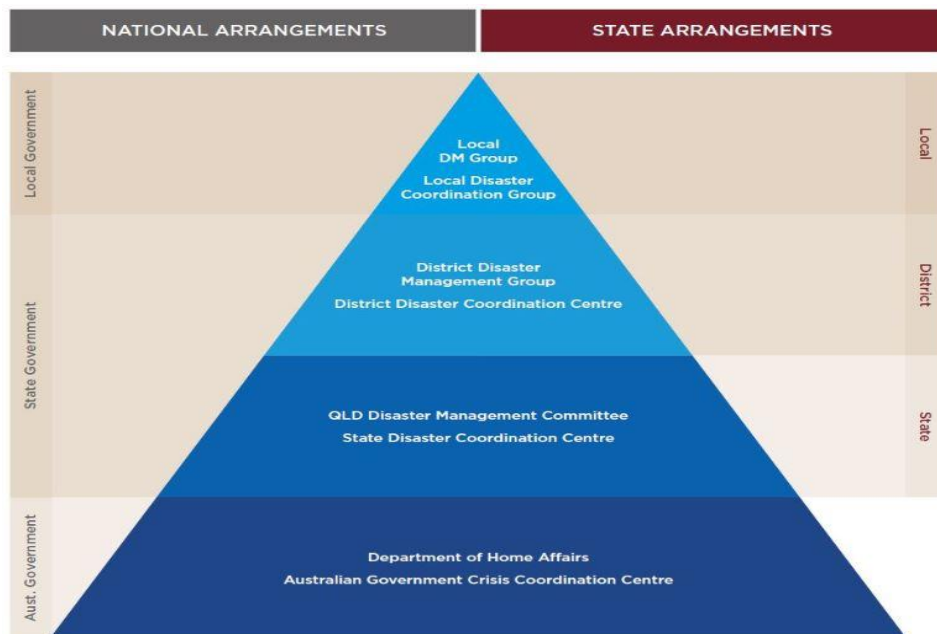
The following chart depicts the Disaster Management System in operations at the local government level.
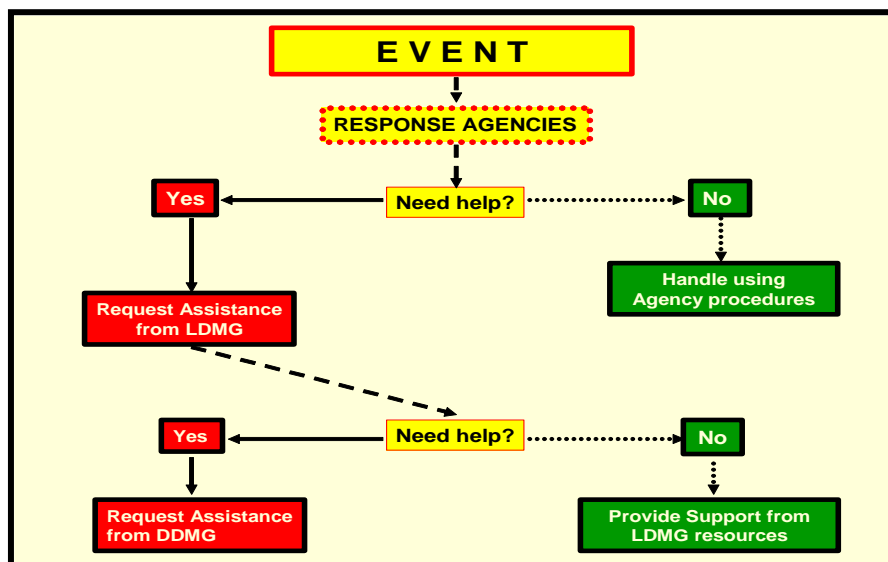
2.3. Etheridge Shire Disaster Management Arrangements

Disaster management and disaster operations in the Etheridge Shire Council local government area are consistent with the Disaster Management Strategic Policy.
Council achieves this by:

- Ensuring a comprehensive, all hazards, all agencies approach;
- Supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- Aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;
- Promoting a transparent, systematic and consistent approach to disaster risk assessment and management;
- Recognising the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private sector and volunteers;
- Promoting community resilience, continuity and economic sustainability through disaster risk reduction.

2.4. Local Disaster Management Capability

Local disaster management capability is achieved through the Local Disaster Management Group. This group provides liaison and networks across all agencies and builds capabilities through training proved by QFES to members and council staff.

2.5. Integration with Councils Corporate Goals

Etheridge Shire Council's Corporate Plan (available on Council's website and in Council offices) provides the direction Council has chosen to meet the expectations of our community. It nominates that the size and remoteness of Etheridge Shire and its exposure to potential serious weather events ensures

Council understands its need to be diligent, vigilant and well prepared for a wide range of disaster events.

This is reflected in the identified strategies to deliver the desired outcome that a "Safe environment is provided to all residents of the Shire". These strategies include the maintenance of State Emergency Services (SES) groups, supporting all emergency service agencies, revising and maintaining the Shire disaster management plan, the encouragement of volunteers and continued lobbing for the maintenance and enhancement of emergency services in Etheridge Shire.

2.6. Reporting

Local Disaster Management Group Annual Report

The Local Disaster Management Group is required to complete an Annual Report at the end of each financial year and provide the completed report to both the Mareeba District Disaster Management Group and the Etheridge Shire Council. The QFES member on the group will provide advice and assistance in the completion of the annual 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 Mareeba Disaster District Group, a Disaster Management Status Report, as set out in Local Disaster Management Group Guidelines, shall be submitted to the Executive Officer of the District Disaster Management Group and the Emergency Management Coordinator QFES. The Council representative to the District Group shall complete and present a Disaster Management Status Report at each meeting of the District Group or as requested by the Executive Officer of the District Group.

3. Local Disaster Management Group

3.1 Role of Council and the Local Disaster Management Group

The Etheridge Shire Council considers disaster management planning to be a joint responsibility held by all members of the Local Disaster Management Group and each member has a vital role to play in the preparation and planning of appropriate operational response activities.

The Council has a key role in identifying and understanding the credible hazards and risks that could impact upon the safety and sustainability of the Etheridge Shire communities. Council's role is to put in place mitigation, preparation, response and recovery strategies and arrangements, within the capability of their resources and responsibility.

3.2. Establishment of the LDMG

The Etheridge Shire Local Disaster Management Group has been established in accordance with Section 29 of the Disaster Management Act 2003.

3.3. Functions of the LDMG

The Local Disaster Management Group's function is in accordance with Section 30 of the Disaster Management Act 2003.

A local group has the following functions:

(a)   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;

(b)   To develop effective disaster management, and regularly review and assess the disaster management;

(c)   To help the local government for its area to prepare a local disaster management plan;

(d)   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;

(e)   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 event;

(f)   To manage disaster operations in the area under policies and procedures decided by the State group;

(g)   To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;

(h)   To identify, and coordinate the use of, resources that may be used for disaster operations in the area;

(i)   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;

(j)   To ensure information about a disaster in the area is promptly given to the relevant district group;

(k)   To perform other functions given to the group under this Act; and

(l)   To perform a function incidental to a function mentioned in (a) to (k).

3.4. Membership

The Etheridge Shire Local Disaster Management Group consists of key agencies and stakeholders who can provide an appropriate and effective response. It is a decision making body and has the ability to call on specialists for advice as required.

Chair and Deputy Chair

The Local Disaster Management Group Chairperson is the Mayor of the Etheridge Shire Council.

Council has appointed an elected member as Deputy Chairperson.

Local Disaster Coordinator

The Etheridge Shire Local Disaster Management Group Chairperson has appointed the Chief Executive Officer as the Local Disaster Coordinator as per Section 35 of the Disaster Management Act 2003.

The Local Disaster Coordinator has the following functions:

a) To coordinate disaster operations of the Local Group;
b) To report regularly to the Local Group about disaster operations;
c) To ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented.

Members

Members of the Local Disaster Management Group have been appointed by Council as per Section 33 of the Disaster Management Act.

These representatives are required to be agency's authorised delegates to make decisions and have completed the necessary training.

Core Members:

Core members of the Local Disaster Management Group may be used as the decision body. The number of core members is used to determine the required quorum. Core member agencies include the following:

- Chair LDMG (ESC)
- Deputy Chair LDMG (ESC)
- Local Disaster Coordinator (ESC)
- Director Engineering Services (ESC)
- Director Corporate & Community Services (ESC)
- Qld. Fire & Emergency Services (EMC)
- Qld. Fire & Emergency Services (QFES) (Representing QFES, SES, Rural Fire Service)
- Qld Health (hospital & QAS Transport)
- Qld Police Service (QPS)
- SES Local Controller

Advisory Members:

Advisory members of the Local Disaster Management Group may be called upon to provide additional and specialist advice when required. Advisory member agencies include the following:

- Ergon Energy
- Department of Education (3 Schools)
- Qld Parks and Wildlife Service
- Department of Transport and Main Roads

See Annexure F for templates for appointment of Chair, LDC, Members and Deputies.

3.5. Reporting

The Local Disaster Coordinator will, at least once a year, give written notice of the membership of the Local Disaster Management Group to-

a) The chief executive; and
b) The chairperson for the Mareeba disaster district in which the local group is situated.

3.6. Etheridge Shire Local Disaster Management Group Membership

Title	Organisation
Chairperson (Mayor or Delegate)	Etheridge Shire Council (One Chairperson counted as Core Member for purposes of meeting quorum)
Deputy Chairperson (Deputy Mayor)	
Local Disaster Coordinator (CEO)	Etheridge Shire Council
Deputy Local Disaster Coordinator & Local Recovery Coordinator (Director Corporate and Community Services)	Etheridge Shire Council
Director Engineering Services	Etheridge Shire Council
Local Controller SES	Georgetown SES
Emergency Management Coordinator	Queensland Fire and Emergency Services
Area Director	State Emergency Services
Officer in Charge	Georgetown Police/Forsayth/Mt Surprise (One QPS Core Member for purposes of quorum)
Director Of Nursing	Georgetown/Forsayth Health Clinic
First Officer	Georgetown/Forsayth/Mt Surprise/Einasleigh Rural Fire Brigade (One Core Member)
Advisory Members	
Officer in Charge (Georgetown)	Ergon Energy
Principal to represent 3 schools	Department of Education
Regional Representative for Etheridge Shire	Department of Transport, Main Roads
National Parks, Sports and Recreation Representative	Department of National Parks, Sport & Racing

Agencies are to nominate their delegated representative/s on the Local Disaster Management Group in writing to the Chairperson. The representative must have the necessary expertise and /or experience to perform the functions of a member and act on behalf of the nominated agency.

Members may appoint a Deputy Member to attend the meetings on their behalf. Each Deputy should have the authority to make decisions and commit resources affecting the agency they are representing. If both the agency member and deputy attend a Local Disaster Management Group meeting, then only the member will be the person with voting rights.   Deputy members are to be nominated by completing and submitting Form DM13 to the Chairperson for approval.

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

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

3.7. Members Roles and Responsibilities

LDMG Role	LDMG Responsibilities
Chairperson	• To manage and coordinate the business of the group; • To ensure that the group performs its functions; • To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group.
Deputy Chairperson	• Act in the role of Chairperson when required
Local Disaster Coordinator (LDC)	• Coordination of the disaster response at a local level • Coordination of disaster operations and reporting regularly to the local group about disaster operations • Ensure that strategic decisions of the local group about disaster operations are implemented through the provision of a LDCC. • Provide resources for the effective operation of the LDCC
Local Recovery Coordinator	• Coordinate establishment of the Etheridge Local Recovery Group. • Coordinate the whole-of-government recovery from a disaster event • Provide regular reports on recovery operations to the DDMG as well as regular community and media information on recovery progress.
Etheridge Shire Council	• Coordinate the resources of the Etheridge Shire Council • Manage the damage assessment process for council infrastructure
Queensland Police Service	• Prevention and investigation of crime, security of any site, security of evacuated areas, traffic and crowd management • Coordination of search and rescue • Coronial investigation procedures
Queensland Fire and Emergency Services (urban and rural)	• Fire control and prevention • Swift water rescue, flood rescue • Assist in clean-up of flood affected buildings • Management of hazardous material situations
Queensland Fire and Emergency Services (Emergency Management)	• Policy advice about QLD disaster management arrangements • Coordination of the State Emergency Service • Coordination of disaster management training
State Emergency Service	• Search operations for missing persons • Emergency repair/protection of damaged/vulnerable buildings • Road Crash Rescue • Traffic Control support • Assistance with emergency lighting
Queensland Health	• Coordination of medical resources • Public Health warnings to participating agencies and the community • Psychological counselling services for disaster affected persons • Medical and health services required during the recovery period • Manage QAS vehicle and volunteer drivers
Department of Transport Main Roads	• To give advice on specific transport and main roads related issues
Queensland Parks and Wildlife Service	• Liaison between agency and the Local Disaster Management Group regarding National Parks
Ergon	• To give advice on specific power supply related issues
Department of Education	• To give advice on specific issues relating to schools and Education Queensland infrastructure
Department of Communities, Child Safety & Disability Services	• Provide human and social recovery information and resources • Administration of SDRA & DRFA financial relief measures for eligible individuals • Establishment of multi-agency recovery hubs and recovery outreach teams

3.8. LDMG Business and Meetings

The Etheridge Shire Local Disaster Management Group will:

- Meet at a minimum of two times each year with meetings scheduled in conjunction with high-risk seasons.
- Hold an extraordinary meeting/s during a threat or event and be held either in person and/or in teleconference.

Meeting Quorum

The quorum for conducting a meeting is the number equal to one-half of Core Members plus one (1). *(See QLD Disaster Management Regulations 2014)*

Presiding at Meetings

The Chairperson is to preside at all meetings of the Local Disaster Management Group. In his absence the Deputy Chairperson will chair the meeting. In the absence of both the Chairperson and Deputy Chairperson, the meeting will select an alternative Chair for the meeting.

Minutes

The Local Disaster Coordinator is responsible for Minutes of each meeting to be recorded, stored and distributed to each member as soon as practical following the meeting (but prior to the next meeting).

The Minutes will record attendance, apologies, records of discussions, agency reports, resolutions passed and details of next meetings.

Sub Committees

The Etheridge Shire Local Disaster Management Group sub committees include:

Local Recovery Group (LRG)

The role of the Local Recovery Group is to assist the Local Disaster Management Group in the provision of recovery in response to a disaster event.

The Local Recovery Group key functions are:

- Identify and assess the needs of disaster affected individuals and families
- Provide information to the community such as resources and services available
- Identify and coordinate locations to be utilised as evacuation/respite centres
- Assist with the logistics and supply of material and human resources

Any decisions made or actions taken by the sub-groups must be endorsed by the Local Disaster Management Group during normal business, or during disaster operations by the Local Disaster Coordinator, to ensure the validity of decisions under the *Disaster Management Act 2003*.

The Local Disaster Management Group has a Recovery Sub Plan that details how recovery arrangements will be undertaken to assist the Etheridge communities.
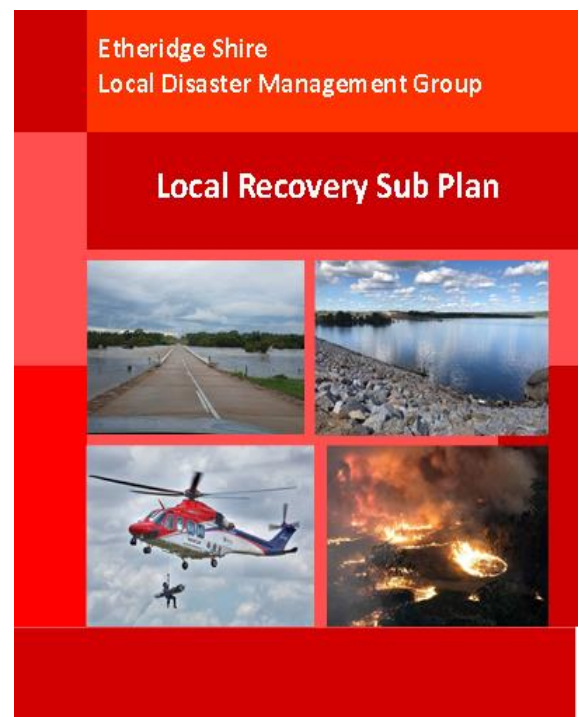
4. Disaster Risk Management

4.1. Overview

The Etheridge Shire Local Disaster Management Group strives to reduce the exposure to hazards, reduce the vulnerability of the communities, improve awareness and preparedness and provide systems for early warnings for adverse events.

The Local Disaster Management Group has identified 8 most significant hazards that pose risks to the area and has developed the Local Disaster Management Plan to address the risks from those hazards.

These hazards include

- Flooding
- Severe storm events
- Cyclones
- Bushfires
- Earthquake
- Pandemic
- Animal and Plant Disease
- Major Infrastructure Failure

For further details on disaster risk management and the mitigation/risk reduction measures that members of the Local Disaster Management Group will strive to achieve, refer to the Disaster Risk Management Sub Plan.

4.2. Community Context

Community Education and Engagement

The community will be informed of the Disaster Management Arrangements the Council has in place by conducting public meetings, information distribution, community newsletter (INFORM), advertisements and brochures.

Etheridge Shire Council's email database will be utilised for initial information distribution.

4.3. Training and Exercising

The Local Disaster Coordinator will liaise with Queensland Fire and Emergency Services in relation to accessing State/Federal training programs and will arrange for members of the Local Disaster Management Group and sub committees to be made aware of training courses being offered by Queensland Fire and Emergency Services or any other appropriate agency.

The Queensland Disaster Management Training Framework is available on the DM Portal and further information on the Framework and disaster management training can be obtained through the QFES member on the Etheridge Local Disaster Management Group.

The QFES Representative will submit a Training Needs Analysis and an annual Training Program for the members in accordance with the Queensland Disaster Management Training Hand Book and Queensland Disaster Management Training Framework.

4.4. Community Capacity

Etheridge Shire's population centres are quite spread out and isolated, however there is great self-reliance and resilience within the communities due to this fact. Historically these small communities have had to fend for themselves and utilise innovative solutions to problems as access to external resources and assistance has been limited. Most residents have a degree of autonomy in the form of alternate cooking facilities and power supplies in the event of centralised services failure.

Aquatic Centres

Georgetown Swimming Pool.

Community Halls

There are 4 community halls. 1 in Georgetown, 1 in Forsayth, 1 in Einasleigh and 1 in Mount Surprise.

Council Libraries

Etheridge Shire Libraries are located at Georgetown and Forsayth.

Schools

State Primary Schools are located in Georgetown, Forsayth and Mount Surprise.

Shopping Facilities

There are 3 local stores in Georgetown, 1 in Forsayth and 1 in Mount Surprise that are replenished from Cairns on a regular basis.

Local Service Clubs

There are a number of community service groups in the Etheridge Shire that support the local communities. They include:

- Forsayth All Sports Club
- Georgetown Rodeo Association
- Georgetown Golf Club
- Georgetown Race Club
- Einasleigh Race Club
- Mount Surprise Sport & Recreation
- QCWA

Dams

The Department of Natural Resources, Mines & Energy is responsible for the Copperfield (Kidston) Dam. The Department has developed an Emergency Action Plan for this dam.

The Charleston Dam is owned and operated by the Etheridge Shire Council. The Council has an Emergency Acton Plan, Charleston Dam Operations and Maintenance Manual and a Charleston Dam Flood Response document.

Council manages a camping and bird watching site at Cumberland Dam.

Health Services

Health services and facilities vary between townships. Georgetown is the main service hub for the Etheridge Shire and has a health clinic, ambulance service, community health and a dental surgery primarily resourced by Royal Flying Doctor Service with a full time Director of Nursing. Other townships in the Shire rely on health and support services that are provided through clinics run by QLD Health and visiting doctors and specialists including the Royal Flying Doctors Service.

Public Health

The Etheridge Shire Council does not have an Environmental Health Officer (EHO) as part of its workforce. The Etheridge Shire Council will not have the capacity to address any Environmental Health issue which may be a consequence of a disaster event.

Depending on the severity of the event or the need for EHO's, the Local Disaster Management Group may request additional support by a formal Request for Assistance.

Water Supply

Council maintains water supplies for Georgetown and Forsayth. During power outages auxiliary power will be required to ensure correct chlorination of the water supply is maintained

Mt Surprise and Einasleigh are supplied through private bores and water tanks.

Telephones, Landlines, Mobile and Satellite

Etheridge Shire Council has a Telstra TIPT Service and 10x10Mb Fibre Optic Link. There are now 35 Lines available in a new number range (07 4079 9001 – 4079 9036). These lines are all VOIP and can be set up anywhere on the Council LAN Network at any of the Council properties connected by its Fibre Optic Network (Terrestrial, Mary Street Depot or Savannah House). The 2 Emergency PSTN Lines are also still available in the Main Office (07 4062 1431 – 07 4062 1432).

A range of NextG mobile phones are available, these would only be usable in areas that have NextG coverage and only while the NextG network is available.

The Council currently has eight Iridium Satellite Phones which are all hand-held models, although some have been installed in Council vehicles using standard Car-Kits. These can be retrieved and assigned to personnel or left in the vehicles to provide mobile communications. The list for these phones and numbers is kept in Councils SOP.

It is notable that the mobile phone coverage is LIMITED in the Gulf Region. Primarily the signal is only evident in Georgetown, Mt Surprise, Einasleigh and Forsayth with small reception areas at the 40 mile, Kidston, and flags Lookout.

Radio and Television (ABC)

Within the Etheridge Shire the only commercial Radio and Television broadcast that is relevant to the area, from a news and weather perspective, is the ABC Regional Radio Townsville (AM), satellite re-transmission in Georgetown and broadcast at 100 watts giving a coverage of up to 45km radius and ABCTV digital television which is accessed via satellite (VAST) system.

In the towns of Forsayth, Einasleigh and Mt Surprise the Council provides Self Help Satellite Re-transmission of the ABC Regional Radio however is only broadcast at 5-10watts and the coverage is less than 20km on average. ABCTV is accessible via satellite (VAST) system.

UHF / HF / VHF Two Way Radios

UHF Two-way Radio

There are six UHF CB repeaters in the Etheridge Shire. These are unlinked together to give extra communications range.

The equipment operates on the UHF CB band (477 MHz range) which is open for anyone with the appropriate equipment to use. The repeaters are similarly configured with maximum antenna heights of 15 metres above the ground. The maximum output power permitted for UHF CB repeaters is 21 Watts Effective Radio Power at the antenna.

Repeater Coordinates

Agate Creek
AGC6 UHF CB channel 6
Located above the Safari Camp at Agate Creek
19 Deg 03 Min 29 Sec South – 143 Deg 38 Min 35 Sec East
Coverage is about 20 Km and up 70 Km from the ridges

Blancourt
BCT8 UHF CB Channel 8
Located on Blancourt Station
18 Deg 12 Min 31 Sec South – 143 Deg 08 Min 26 Sec East
Coverage is about 20 Km and up 70 Km in some areas

Beverley Hills
EIN1 UHF CB Channel 1
Located West of Einasleigh
18 Deg 45 Min 17 Sec South – 143 Deg 56 Min 08 Sec East
Up to 80 Km to the East, more restricted to the North and West by the Wirrah Range

Mt Haycock
FOR3 UHF CB Channel 3
Located near Forsayth
18 Deg 40 Min 30 Sec South – 143 Deg 42 Min 21 Sec East
Coverage up 80Km in some directions, restricted to the East by the Wirrah Range

Undara

UND6 UHF CB Channel 6

Located on Racecourse Mountain Undara National Park

18 Deg 17 Min 42 Sec South – 144 Deg 38 Min 11 Sec East

Coverage around 40 Km to the South, West and North a little more restricted to East

Werrington Downs

WER7 UHF CB Channel 7

Located at the Werrington Downs homestead

19 Deg 25 Min 25 Sec South – 144 Deg 04 Min 32 Sec East

Coverage to the South is restricted 20-30 Km with up 70 Km in other areas

Further details on Repeater Sites and their ranges can be located at

www.heywhatsthat.com/

4.5. Major Events/Attractions

The table below outlines some of the periods and events that increase the population significantly within the Etheridge Shire.

Event	Month of Event	Considerations
Backpackers / Tourists	All year	Additional people with language / cultural barriers in the shire working and holidaying.
Einasleigh Races	April	Influx of persons from coastal areas, camping with limited facilities. Alcohol and other management plans in place
Georgetown Rodeo	July	Alcohol and other management plans in place
Georgetown & Mount Surprise Camp draft	July	Influx of persons camping with limited facilities. Alcohol and other management plans in place
Oak Park Races	July	Influx of persons camping with limited facilities. Alcohol and other management plans in place
Forsayth Turnout	August	Influx of persons camping with limited facilities. Alcohol and other management plans in place
Bushman's Ball	October	Alcohol management plan in place
Mt. Surprise Horse Sports	November	Influx of persons camping with limited facilities. Alcohol and other management plans in place
School holidays	Christmas/New year Easter June / July September/October	Number of children returning to the shire from boarding schools. Influx of person camping and travelling through the shire.
Georgetown Horse Sports	December	Influx of persons camping with limited facilities Alcohol and other management plans in place
Einasleigh Horse Sports	December	Influx of persons camping with limited facilities. Alcohol and other management plans in place

4.6. Major Industry

The Etheridge Shire has a very diverse economy, with agricultural, beef cattle, mining (gold, copper, zinc & lead) and tourism, with new industries being developed within the renewable energy sector within the Shire.

The Shire will soon be home to the largest renewable energy project in Australia and the third largest in the world in Kidston.

Industry in Etheridge Shire is primarily based on grazing properties and tourism with secondary industries being agriculture and mining which have the potential for a significant increase in the future.

4.7. Critical Infrastructure

Airports

The following table lists authorised landing areas within the Etheridge Shire .

All airstrips within the Etheridge Shire have some degree of animal hazards such as kangaroos, cattle, wild pigs, emu's and other birdlife.

Georgetown YGTN	
Latitude	S 18º 18.3
Longitude	E 143º 31.8
Elevation	995 ft
Runway Bearing	Refer to ERSA
Length	1158metres
Width	19 metres
Surface	Sealed

Animal hazards exist, radio navigation and landing aids and handling facilities.
Refer to ERSA for further details.

Mt Surprise YMSP	
Latitude	S 18º 07.9
Longitude	E 144º 17.3
Elevation	1300 ft
Runway Bearing	222º 31 minutes 50 seconds
Length	1150 metres
Width	15 metres (30 metres total)
Surface	Sealed

High Ground to SE, solar lighting, parking area sealed, name on workshop roof
Mt Surprise Store UHF 40
Mt Surprise Clinic UHF 6 Duplex.

Einasleigh YEIN	
Latitude	S 18º 30.2
Longitude	E 144º 05.6
Elevation	1485 ft
Runway Bearing	351º 55 minutes 34 seconds
Length	1200 metres
Width	15 metres (60metres total)
Surface	Sealed

Solar lighting, high ground to East, TV antenna on hotel roof 200m off South end of Runway, RH circuits on Runway 17 at night. Beware of kangaroos.
UHF 1 Duplex

Forsayth YFSA	
Latitude	S 18º 35.2
Longitude	E 143º 33.97
Elevation	1390 ft
Runway Bearing	N/A
Length	1200 metres
Width	18 metres
Surface	Sealed

Runway has dip in the middle, solar lighting.
Forsayth Hotel UHF 3 Duplex

Kidston YKID	
Latitude	S 18º 52.2
Longitude	E 144º 10.4
Elevation	1710 ft
Runway Bearing	Refer to ERSA
Length	1250 metres
Width	21 metres
Surface	Unsealed – Gravel strip grassed

Landing permission required
Contact on VHF 126.4, ARO 40624204
Refer to ERSA for more details

4.8. Emergency Services

Queensland Police Service

Location	Address
Georgetown	High Street, Georgetown
Forsayth	Einasleigh Road, Forsayth
Mount Surprise	Gulf Development Road, Mount Surprise

State Emergency Services (SES)

Location	Address
Georgetown	Gulf Developmental Road, Georgetown

Queensland Ambulance Service

Location	Address
Georgetown Health Clinic	High Street, Georgetown (Ambulance vehicle driven by community volunteers)

Queensland Fire and Emergency Service (Rural Fire Services)

Location	Address
Georgetown	SES Building, Gulf Development Road, Georgetown
Forsayth	20 Second Street, Forsayth
Mount Surprise	Gulf Development Road, Mount Surprise
Einasleigh	Second Street, Einasleigh
Gilbert River	Strathmore Road, Gilbert River

Hospitals

Location	Address
Georgetown Health Clinic	High Street, Georgetown
Forsayth Health Clinic	Fourth Street, Forsayth
Mount Surprise Health Clinic	Garland Street, Mount Surprise
Einasleigh Health Clinic	Georgetown Road, Einasleigh

4.9. Essential Services

Communication/Media

The only commercial Radio and Television broadcast is the ABC Regional Radio Townsville (AM), satellite re-transmission in Georgetown and broadcast at 100 watts giving a coverage of up to 45km radius and ABCTV digital television which is accessed via satellite (VAST) system.

In the towns of Forsayth, Einasleigh and Mt Surprise the Council provides Self Help Satellite Re-transmission of the ABC Regional Radio however is only broadcast at 5-10watts and the coverage is less than 20km on average. ABCTV is accessible via satellite (VAST) system.

Fuel Supply

Fuel supplies are available from service stations in most towns and are replenished from various locations.

Major Roads

The Gulf Development Road (92B & 92C) is part of a State managed Main Road travelling in an east west direction through the central part of the Shire.

The Kennedy Development Road boarders the eastern and southern shire boundaries.

The Gregory Development Road travels in a predominantly north-west south-easterly direction from its intersection with the Gulf Development Road

Railway Line

A railway line connects Cairns to Mount Surprise and then on to Forsayth. This is a tourist passenger service only and does not carry freight. The rail link can experience flooding and flood damage to the rail line during the wet season.

4.10. Hazardous Sites

There are currently no declared hazardous sites in the Shire. However mining operations have restarted within the Shire and this may result in hazardous materials being transported and stored in the Shire.

Sites that produce or store hazardous materials that, by content and/or location pose a potential risk include:

- The Gulf Development Road and the Kennedy Highway run through the Shire and vehicles carry hazardous substances in a variety of containers

- The Shire has a significant number of fuel storage depots including service stations and refuelling facilities

- Some older buildings throughout the shire may contain asbestos
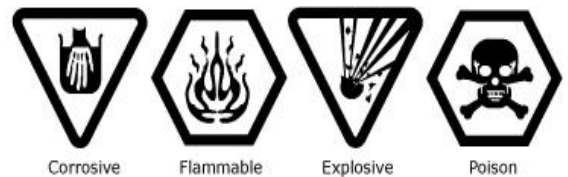
5. Public Information

5.1. Overview

The Etheridge Shire Council understands that communities are empowered through timely and accurate public information and assists in the coordination of key messaging that will allow the community to make informed decisions. These education initiatives assist the public to prepare for, respond to, and recover from disasters.

Preparedness and awareness activities are critical in assisting to minimise the consequences of an event on the community.

The Council has built awareness through a number of initiatives.

5.2. Public Education and engagement

The Etheridge Shire Council and other Agencies execute public awareness campaigns throughout the year to reduce or eliminate potential loss of life, damage to property, minimise environmental harm and protect economic development. 'Get Ready' Queensland campaign assists with all hazards disaster preparedness and resilience building.

In addition to this, the Local Disaster Coordinator will ensure Council has on display any public awareness material available from QFES or other relevant agencies in relation to disaster preparedness. A link to this information is also available on Council's website www.etheridge.qld.gov.au.

The Local Disaster Coordinator will ensure all National Parks, Tourist Information Centres, Resorts and other centres have ample supplies of brochures and information on the Shire's disaster management arrangements.

The Local Disaster Management Group will confer with the District Disaster Management Group to ensure consistent messaging is utilised throughout the shire.

Consistent, timely and accurate information better enables the Etheridge Communities to prepare for, respond to and recover from a disaster event. The community needs to know what is likely to happen or has happened, what to expect and what to do.

5.3. Social Media

The use of social media platforms in times of a disaster event may include:

- Disaster preparedness
- Community alerting
- Community engagement
- Monitoring posts for on-the-ground intelligence gathering
- Linking the community to other sources of authoritative information
- Myth busting and reinforcing point of truth information

The Local Disaster Management Group has an Information and Warnings Sub Plan that details how information and warnings will be passed to the Etheridge communities.

**Etheridge Shire
Local Disaster Management Group**

Information & Warnings Sub Plan
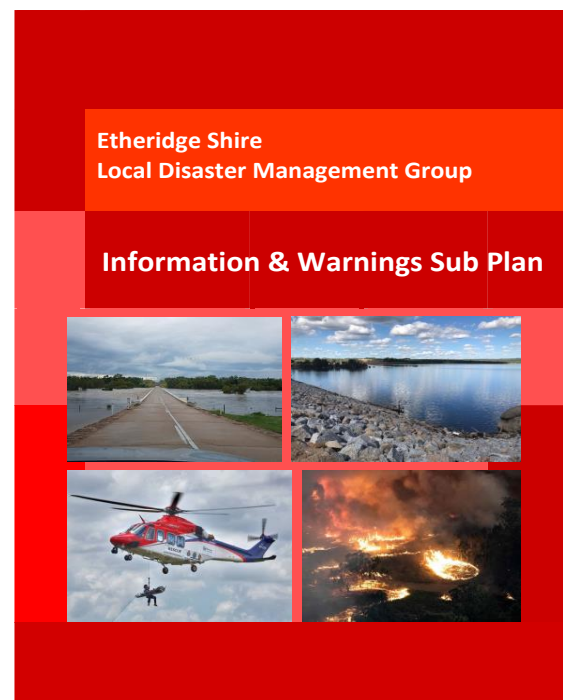
6. Resilience

6.1. Role of Etheridge Shire Council

The Etheridge Shire Council and the Local Disaster Management Group play a primary role to build resilience to disaster events. The role involves ensuring exposure to hazards is reduced through suitable land use planning, maintaining the natural environment and building community understanding of all hazards and risks. The Council promotes the use of their Website for use by the community to obtain up to date and useful disaster information.

6.2. Role of Business and Individuals

Businesses within the Etheridge Shire have an individual responsibility to know what their exposure to disasters events could be and that they have business continuity plans, insurances and plans to evacuate their facilities if necessary.

Every person needs to be proactive in building resilience by knowing their risks, understanding their vulnerability and having a plan to follow if a disaster event threatens their area.

Personal resilience will contribute to building community resilience.

6.3. Climate Change Adaptation

Climate change predictions indicate that the Etheridge Shire may experience more frequent heatwaves, increased likelihood of bushfires and more intense periods of heavy rains and severe storms.

The Etheridge Shire Council acknowledges and plans for:

- Risk reduction initiatives informed by current evidence
- Local engagement with the community to inform them of adaptation to climate change
- A shared responsibility with the community to develop capacity to adapt to climate change

7. Prevention

7.1. Hazard Mitigation

The Etheridge Local Disaster Management Group uses various methods and systems to engage the community in taking actions in advance of or after a disaster aimed at decreasing the effects of the impact.

Community awareness and education programs remind people that the threats are real and to identify what they can do to limit the impact of disaster events.

The objective of these mitigation activities is reduced risk and vulnerability through initiatives to enhance community resilience and sustainability.

7.2. Building controls

National and State Government legislation, building codes as well as the Sustainable Planning Act (SPA) requirements are applied in the Shire for all developments which minimise the risks involved for severe storms, fire and earthquakes.

7.3. Land use management initiatives (planning)

The Department of Environment and Resource Management, Natural Resource Management bodies, Council and others encourage the use of land care practices that can reduce the chances of potential disasters from:

- Bushfires
- Pest plant spread
- Animal and plant disease spread
- Erosion and water pollution

7.4. Disaster Risk Study

The Etheridge Shire Council has undertaken a Natural Disaster Risk Management Study in 2005. This study has been instrumental in determining what hazards and risk are considered in this Local Disaster Management Plan.

GANZA consulting services

ETHERIDGE SHIRE COUNCIL

NATURAL DISASTER RISK MANAGEMENT PLAN

OCTOBER 2005
Revision No. 1

DOTARS
DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES

Queensland Government
Counter Disaster and Rescue Services
Department of Emergency Services

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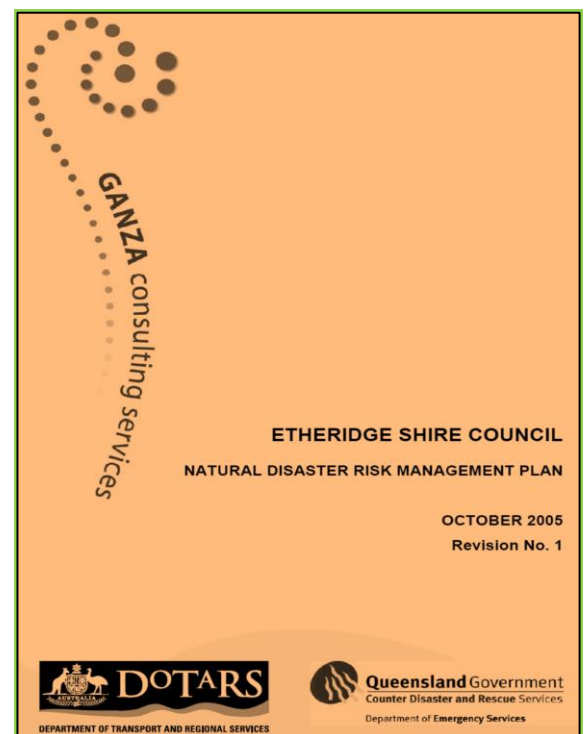
8. Preparedness

8.1. Overview

The Etheridge Local Disaster Management Group undertakes preparatory measures and programs so that they can effectively respond to a disaster event. This preparedness builds on existing community awareness of the hazards, the risks and what they need to do.

The preparedness activities are centred on three key elements:

- Community engagement
- Planning
- Disaster Operations Capability

8.2. Community Engagement

The use of the Etheridge Shire Website has significantly reduced the number of enquiries received at the Council office prior to and during an event. The Website has successfully provided a location where members of the communities can go to for advice and assistance.

8.3. Public Awareness

The communities will be informed of the Disaster Management Arrangements the Etheridge Shire Council has in place by the conduct of public meetings, information distribution, community newsletter (INFORM), and brochures.

The Council will 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. Awareness programs will encompass the following activities:

- Community awareness via the coordination and facilitation of school visits
- Provision of a community awareness and preparedness campaign to highlight the risks within the shire

In addition to this, the Local Disaster Coordinator will ensure Council has on display any public awareness material available from QFES or other relevant agencies in relation to disaster preparedness. A link to this information is also available on Council's website

www.etheridge.qld.gov.au

8.4. Planning

The Etheridge Local Disaster Management Plan is reviewed, in consultation with the Executive Officer, Mareeba Disaster District, annually or after any disaster event, to confirm the effectiveness of the disaster management arrangements detailed in the plan.

The Etheridge Local Disaster Management Group has also developed a series of sub plans to detail the procedures to be undertaken to carry out particular functions. These sub plans are listed as **Annexure D.**

8.5. Disaster Operations Capability

The Etheridge Local Disaster Management Group members shall be appropriately skilled, trained and practised so they are able to conduct disaster operations. This may be achieved through training in accordance with the Disaster Management Training Framework, exercising and pre-season briefings.

Facebook –

http://www.facebook.com/Etheridge Shire

8.6. Staff Training

The following table details the training courses for roles within the Local Disaster Management Group.

https://www.disaster.qld.gov.au/__data/assets/pdf_file/0020/339401/H1027-QueenslandDisasterManagementTrainingFramework.pdf

Queensland Government — Version 6.0

In accordance with s.16A(c) of the *Disaster Management Act 2003*, the Queensland Disaster Management Training Framework outlines training to be undertaken by Queensland disaster management stakeholders to support the effective performance of each identified key role.

Officers appointed as deputies to a key stakeholder role are also required to undertake the appropriate identified learning pathway.

Where an officer has the potential to perform a number of roles, the officer should ensure they undertake the learning pathways for all roles.

Stakeholders are also encouraged to undertake further elective courses or modules in addition to those outlined on their learning pathway.

It is acknowledged that there are other stakeholders beyond those listed. Training is available to all stakeholders with a role in the Queensland disaster management arrangements.

Learning pathway coding:
M Mandatory   **NB** Needs Based   **A** Applicable Sub Module

Course / Module	LDC	LDMG Chair	LDMG Member	LRC	LRG Member	LDCC Staff	LDCC Liaison	DDC/DDMG Chair	DDMG Exec Officer	DDMG Member	DDCC Staff	DDCC Liaison	SDC	QDMC Chair	QDMC Member	SRC	FRG Member	SDCC Staff	SDCC Agency Rep	SDCG Member	OIGEM
Queensland Disaster Management Arrangements	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Business Continuity Planning																					
Module 1 Introduction to Business Continuity Planning	NB	NB	NB	NB	NB			NB	M	NB			NB				NB				NB
Disaster Management Planning																					
Module 1 Introduction to Disaster Management Planning	M	NB	M	M	NB			M	M	M			NB				NB			NB	NB
Emergency Risk Management																					
Module 1 Introduction to Emergency Risk Management	M	NB	NB	NB	NB			M	M	NB			NB				NB				NB
Exercise Management																					
Module 1 Introduction to Exercise Management	NB	NB	NB	NB	NB	NB	NB	NB	NB	NB	NB	NB	NB				NB	NB	NB	NB	NB
Lessons Management																					
Module 1 Introduction to Lessons Management	M	NB	NB	M	NB	NB	NB	M	M	NB	NB	NB	NB			NB	NB	NB	NB	NB	NB
Community Engagement																					
Module 1 Introduction to Community Engagement	NB	NB	NB	NB	NB			NB	M				NB			NB	NB				NB
Warnings and Alerts																					
Module 1 Introduction to Warnings and Alerts	M	NB	NB			NB	NB	M	M	NB	NB	NB	NB				NB				NB
Module 2 Working with Emergency Alert	NB					NB		NB	M		NB										
Cyclone Shelter Management																					
Module 1 Introduction to Cyclone Shelter Management	NB	NB	NB			NB		NB	M				NB								NB
Module 2 Working in a Cyclone Shelter									NB												
Module 3 Managing a Cyclone Shelter									NB												
Disaster Coordination Centre																					
Module 1 Introduction to Disaster Coordination Centres	M	NB	NB	NB		M	M	NB	M		M	M	NB					M	M		NB
Module 2 Disaster Coordination Centre Functions	NB					MA	NB	NB	M		MA	NB						MA	NB		
Module 3 Managing a Disaster Coordination Centre	NB					NB		NB	M		NB							NB			
Module 4 Briefing and Debriefing	NB				NB	NB	NB	NB	M		NB	NB						NB	NB		
Evacuation																					
Module 1 Introduction to Evacuation	M	NB	NB			NB	NB	M	M	NB	NB	NB	NB				NB				NB
Module 2 Evacuation Planning	NB		NB			NB		M	M								NB				
Evacuation Centre Management																					
Module 1 Introduction to Evacuation Centre Management	NB	NB	NB	NB		NB		NB	M				NB								NB
Module 2 Working in an Evacuation Centre				NB					NB												
Module 3 Managing an Evacuation Centre				NB					NB												
Disaster Funding Arrangements																					
Module 1 Introduction to Disaster Funding Arrangements	M	M	NB	M	NB	NB	NB	M	M	NB	NB	NB	NB			M	NB	NB			NB
Module 2 Working with Disaster Funding Arrangements	NB			NB		NB		NB	M		NB						NB				
Resupply																					
Module 1 Introduction to Resupply	NB	NB	NB			NB	NB	NB	M		NB		NB								NB
Module 2 Working in Resupply Operations	NB					NB	NB	NB	M												
Recovery																					
Module 1 Introduction to Recovery	NB	NB	NB	M	M		NB	M	M	NB		NB	NB			M	M				NB
Module 2 Working in Recovery	NB			M	M			NB	M	NB							NB				
Operational Leadership and Crisis Management #																					
Inductions																					
Group / Committee Member Inductions		M	M					M	M					M	M					M	
Disaster / Recovery Coordinator Inductions	M		M					M					M			M					

Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management

The companion document to this Framework is the Disaster Management Training Handbook which provides detailed information on supporting training policy, application of the Framework, training delivery methodologies, training requirements for stakeholders, and course and induction overviews. The Disaster Management Training Handbook is available at **www.disaster.qld.gov.au**

This Framework is supported by the Disaster Management Learning Management System which provides access to online courses, training resources, training records, and transcripts and completion certificates. Access is available to disaster management stakeholders at **www.dmlms.qfes.qld.gov.au**

All Queensland Disaster Management Training Framework courses are available for face-to-face delivery. For further information on disaster management training contact Queensland Fire and Emergency Services via your local Emergency Management Coordinator or the Emergency Management Training Command at **DMTraining.Feedback@qfes.qld.gov.au**

8.7. Training compliance

The Local Disaster Coordinator will liaise with Queensland Fire and Emergency Services to conduct training in accordance with the Disaster Management Training Framework to ensure members are trained to carry out their roles.

8.8. Exercises

Exercises are used by the Local Disaster Management Group and member Agencies to enhance capacity and contribute towards continuous improvement.

Section 59 of the *Disaster Management Act 2003* requires that the effectiveness of a Local Disaster Management Plan be reviewed at least once a year. The conduct of exercises is one mechanism the group may use to achieve this requirement.

Conducting the exercise

Each year the LDMG will conduct one or more exercises that may be developed using the following styles:

- **Discussion exercises** (desktop exercises) can be used by participants to think through scenarios or plans, talk through issues and discuss possible solutions;
- **Functional exercises** are conducted in an operational environment with participants performing their individual role and functions. They may be used to practice or evaluate procedures for the Local Disaster Coordination Centre or decision making.

Exercise evaluation

An exercise is to be followed by a debrief process. A hot debrief is to be conducted immediately following the conclusion of the exercise and a cold debrief conducted not longer than a month following the exercise. The learning from the exercise is to be consolidated into a report for presenting to the LDMG core members.

8.9. Post Operations Assessment

The review of operations can be conducted through two forms of debrief:

1. **Debrief** – A debrief undertaken immediately after operations are complete, giving participants the opportunity to share learning points while the experience is still very fresh in their minds. Multiple debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation; and

2. **Post Operations Assessment Reports** – held days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation. A Post Disaster Assessment Report is to be completed in partnership with QFES to provide an overview of the lesson identified following an event and importantly recommendations for improving disaster management.

Post Disaster Assessment is to review:

- Disaster operations undertaken for a given disaster including actions, decisions or processes

- Document those processes that worked well and identify a course of action to ensure that they are captured and updated in relevant doctrine for use in the next operation

- Assess capability and consider where additional training and/or exercises may enhance capability.

The review of operational activities undertaken during an event is a key component in ensuring capability development, the continuous improvement of disaster management arrangements and to inform future planning across all levels of disaster management.

9. Response

9.1. Overview

In the initial stages of a disaster event, the Local Disaster Coordinator and Local Disaster Management Group Chair will assess the situation and determine the scale of the event and the level of response required.

9.2. Warning Notifications and Dissemination

Local Disaster Management Group members will receive warnings from multiple sources.

- The District Disaster Coordinator may receive notification directly from the State Disaster Coordination Centre and internally through Queensland Police Service Communication Centres and will ensure the dissemination of warnings to the Etheridge Local Disaster Coordinator
- The Bureau of Meteorology, member Agencies or Government agencies can notify the Local Disaster Coordinator and/or
- A number of agencies will receive warnings directly from the Bureau of Meteorology.

9.3. Public information and warning notification and dissemination

Public information and warnings given by the Local Disaster Management Group shall be provided mainly through broadcast media (radio and television). Other alerts or warning such as those delivered through social media and the internet, the use of SEWS (Standard Emergency Warning System) or the national Emergency Alert (EA) telephone and SMS messaging system will be used to support and reinforce the warning messages provided through broadcast media.

The Chair of the Local Disaster Management Group, the officer in charge of the lead agency, the District Disaster Coordinator and the Local Disaster Coordinator shall be the key sources of information to the community regarding the status of the response to the emergency and any other associated threats or required community actions.

9.4. Public Warning Systems

Disaster and emergency warnings need to be timely, consistent and succinct, so that people can take appropriate action. To ensure that disaster warnings are coordinated and timely the Local Group has developed an Information and Warnings Sub-Plan.

This plan recognizes that individuals are likely to hear about a potential disaster situation from a variety of sources and most will seek to confirm that message before they take any action. Research indicates that if the emergency warning is not confirmed then it may be ignored. Therefore, the frequency and timing of emergency warnings will be carefully considered. Emergency warning issued from two or more relevant agencies will help to confirm and reinforce the warning message.

9.5. Media Management

Upon commencement of disaster operations, the Local Disaster Coordinator and the Chair will develop the information for release to the public. The methods of communications may include:
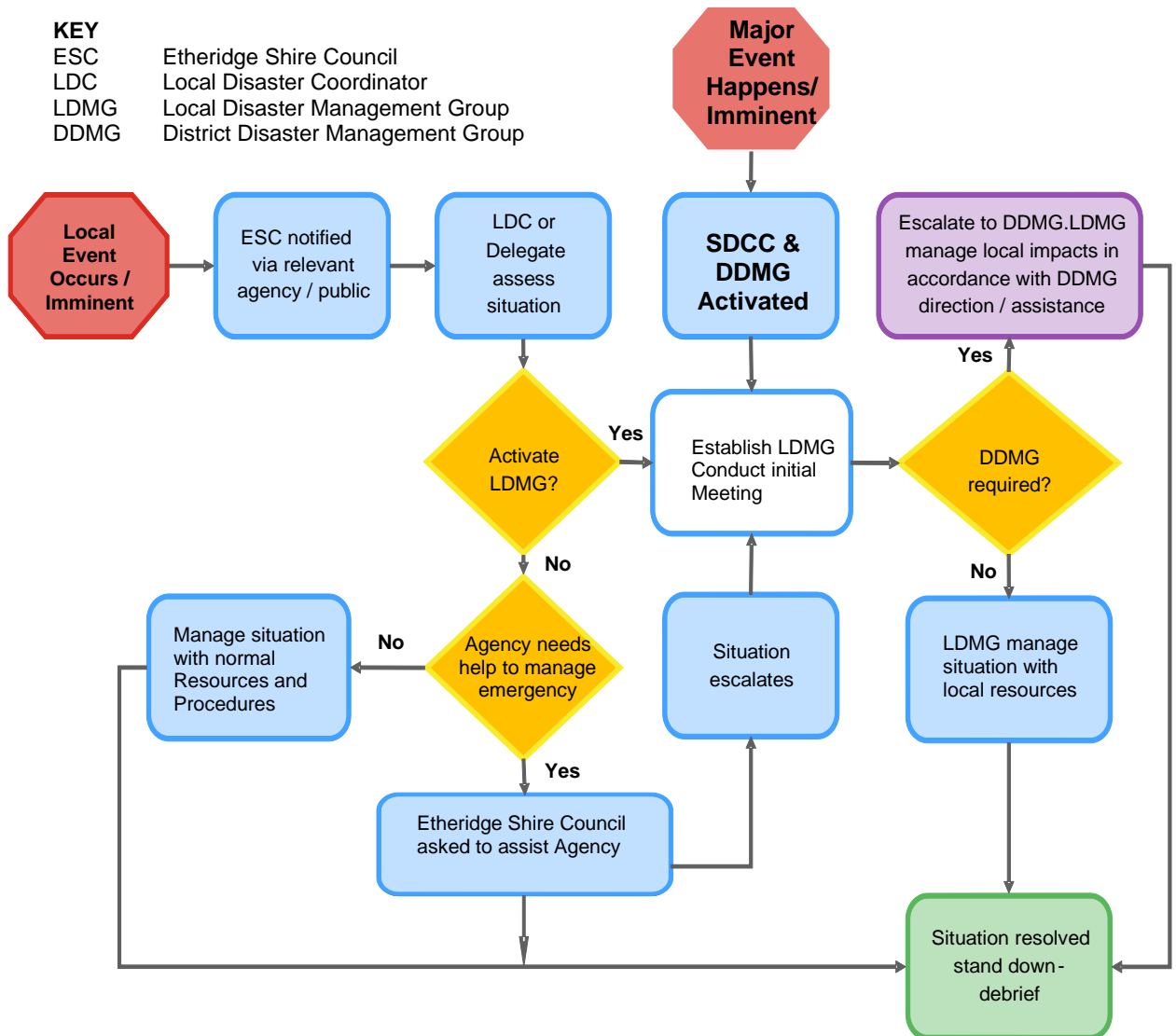
- Facebook – **http://www.facebook.com/Etheridge**
- Council Website – **www.etheridge.qld.gov.au**
- Radio/television;
- Notice boards;
- Door knocking;
- Telephones (Texts, Messages, Emergency Alerts)

9.6. Activation of this plan

The plan can be activated either wholly or in part when the following occurs;

- There is a clear and present threat posed to the Etheridge Shire
- When a significant coordinated response from multiple agencies may be required
- When a minor incident may have the potential to escalate
- When information provided by the BOM, State Disaster Coordination Centre or District Disaster Coordinator highlights a potential threat outside of business as usual (BAU) operations
- When the Local Disaster Coordinator and Chair agree to activate the group to support an Agency

Activation Flowchart – Etheridge Local Disaster Management Group

KEY
ESC   Etheridge Shire Council
LDC   Local Disaster Coordinator
LDMG   Local Disaster Management Group
DDMG   District Disaster Management Group

Major Event Happens/ Imminent

Local Event Occurs / Imminent → ESC notified via relevant agency / public → LDC or Delegate assess situation

SDCC & DDMG Activated

Escalate to DDMG.LDMG manage local impacts in accordance with DDMG direction / assistance

Activate LDMG? — **Yes** → Establish LDMG Conduct initial Meeting → DDMG required? — **Yes** → (Escalate to DDMG)

DDMG required? — **No** → LDMG manage situation with local resources

Activate LDMG? — **No** → Agency needs help to manage emergency

Agency needs help to manage emergency — **No** → Manage situation with normal Resources and Procedures

Agency needs help to manage emergency — **Yes** → Etheridge Shire Council asked to assist Agency

Situation escalates → Establish LDMG Conduct initial Meeting

Situation resolved stand down - debrief

9.7. Activation

There may be occasions when the response to an event in the initial stages can take place without the activation of the Local Disaster Management Group and the Local Disaster Coordination Centre.

Timely activation of the Local Disaster Management Group is critical for an effective large-scale response to an event. The decision to activate is dependent upon a number of factors including the perceived level of threat. Early activation and early establishment of the Local Disaster Coordination Centre is essential for events that need to be managed under the Queensland Disaster Management System.

The Local Disaster Management Group Chair and the Local Disaster Coordinator are responsible for:

- Activation of the Local Disaster Management Group; and
- Activation of the Local Disaster Coordination Centre

The table below shows the movement of the Local Disaster Management Group through the escalation phases. The scenario and intelligence around the event will determine the level of activation and activities within those levels. They may not necessarily be sequential particularly for rapid onset events.

Colour	Status	Description
Yellow	Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required; however someone capable of assessing the potential of the threat should monitor the situation.
Amber	Lean forward	An operation state characterised by a heightened level of situational awareness of a disaster event (whether current or impending) and a state of operational readiness. The Local Disaster Coordination Centre may be put on stand by and prepared but not activated.
Red	Stand up	An operational state where resources are mobilised, personnel are activated and operational activities commenced. The Local Disaster Coordination Centre is activated.
Green	Stand down	Transition from responding to an event back to normal core business and/or continuance recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

9.8. Activation Triggers

	Triggers	Actions	Communications
Alert	Awareness of a hazard that has the potential to affect the Etheridge Shire	▪ Hazard & risks identified ▪ Information sharing with warning agency ▪ Contact QFES (EMC) ▪ Initial advice to all stakeholders	• Chair and Local Disaster Coordinator on mobile remotely
Lean Forward	There is a likelihood that threat may affect the Etheridge Shire Threat is quantified but may not yet be imminent Need for public awareness Local Disaster Management Group is now to manage the event	▪ EMC and Local Disaster Coordinator conduct analysis of predictions ▪ Chair and Local Disaster Coordinator on watching brief ▪ Confirm level & potential of threat ▪ Check all contact details ▪ Commence cost capturing ▪ Conduct meeting with available Local Disaster Management Group members ▪ Determine trigger point to stand up ▪ Prepare Local Disaster Coordination Centre for operations ▪ Brief core members of Local Disaster Management Group ▪ Advise District Disaster Coordinator of lean forward & establish regular contact ▪ Public information & warning initiated	▪ Chair, Local Disaster Coordinator, and Local Disaster Management Group members on mobile and monitoring email remotely
Stand Up	Threat is imminent Community will be or has been impacted Need for coordination in LDCC The response requires coordination	▪ Meeting of Core Group ▪ Local Disaster Coordination Centre activated ▪ Local government shifts to disaster operations ▪ Local Disaster Management Group takes full control ▪ SOPs activated ▪ Commence SITREPs to District Disaster Management Group	▪ Chair, Local Disaster Coordinator and Council staff present at the Local Disaster Coordination Centre on established land lines and/or mobiles, monitoring emails
Stand Down	No requirement for coordinated response Community has returned to normal function Recovery taking place	▪ Final checks for outstanding requests ▪ Implement transition to recovery ▪ Debrief of Coordination Centre staff ▪ Debrief with members ▪ Consolidate financial records ▪ Hand over to Recovery Coordinator for reporting ▪ Final situation report sent to District Disaster Management Group	▪ Members not involved in recovery operations resume standard business with afterhours contact arrangements

9.9. Damage Assessments

The purpose of a damage assessment is to assist the Local Disaster Management Group in planning, formatting, and conducting an appropriate response to the event. The assessment gathers information on the magnitude of the event, and the extent of its impact on both the population and the community infrastructure.

The damage assessment will define the following:

- Extent of affected area
- Affected population
- Number of houses and commercial buildings impacted and to what level
- Medical, health, water and sanitation
- Level of services available:
- Determine the number of medical facilities that are still functioning and their capacity
- Determine the number of food outlets still able to function
- Identify any public health issues, such as asbestos, vermin etc.
- Identify the capacity of the water treatment plants and water supplies
- What power is available
- Any injuries or fatalities to the public

9.10. Local Disaster Coordination Centre

A Local Disaster Coordination Centre will be established to support the Local Disaster Management Group in conducting disaster operations. The operations of the Centre are detailed in the Local Disaster Coordination Centre Standard Operating Procedures.

The Local Disaster Coordination Centre is to be equipped with sufficient office facilities and supported by coordination and administrative staff to allow the Local Disaster Management Group to conduct disaster operations.

Primary Location

Etheridge Shire Council
Administration Building
St. George Street
Georgetown

Back up Location

Multi Sports Complex
St. George Street
Georgetown

9.11. LDCC Standard Operating Procedures

The Etheridge Local disaster Coordination Centre shall be established and operated in accordance with the Standard Operating Procedures developed to ensure the centre functions effectively and efficiently during disaster operations.

Details on the establishment and operations of the Local Disaster Coordination Centre can be found in the document shown below.

Etheridge Shire
Local Disaster Management Group

Local Disaster Coordination Centre
Standard Operating Procedures
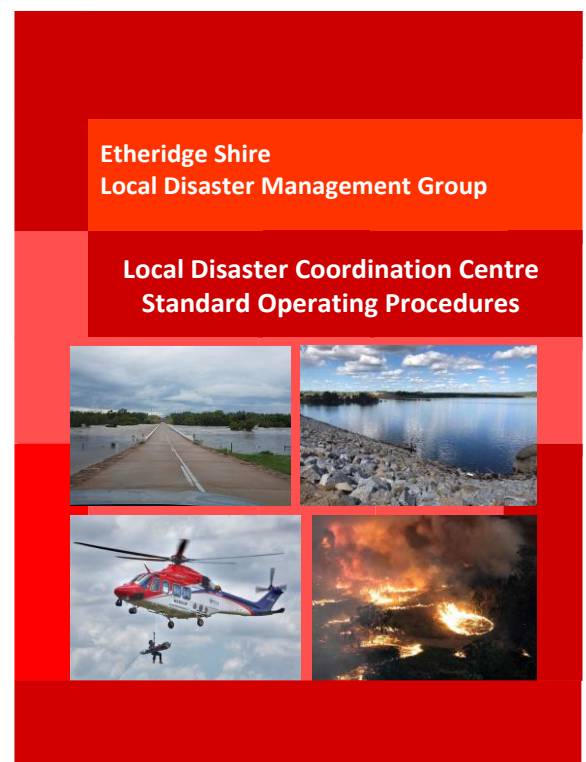
9.12. Declaration of a Disaster Situation

A District Disaster Coordinator may, with the approval of the Minister, declare a disaster situation for the Mareeba District in whole or in part.

The declaration of a disaster situation relates to the situational requirement for additional powers and is not linked to the activation of the Local Disaster Management Group or the activation of financial assistance arrangements. All three actions are independent processes and are not interlinked or conditional. The declaration of a disaster situation does not affect the requirements of a local government under the Disaster Management Act to manage disaster operations in their area.

9.13. Reporting

During operations the Etheridge Local Disaster Management Group will regularly generate SITREPs for the Mareeba Disaster District to provide an accurate update of operations. The Local Disaster Coordinator will collect input from the agencies participating in the operation and develop a SITREP. SITREPs are also distributed to responding agencies to keep them aware of activities and future planned operations.

9.14. Request for Assistance (RFA)

When the local resources are exhausted, overwhelmed or a specific technical resource or capability is not located within the Shire, the Mareeba District Disaster Coordinator is to be contacted with a RFA for resources external to the Shire to be made available. The District Disaster Coordinator will determine if the request can be filled by District resources or by State resources.

9.15. Logistics

The management of logistics during a disaster event shall be conducted as an extension of Council's procurement and stores role but for co-ordination purposes, will take place through the Local Disaster Coordination Centre. There is a need to monitor and assess purchasing, supply and delivery to ensure that all financial implications can be adequately and responsibly accounted for.

9.16. Resupply

The Local Disaster Management Group is responsible for the community education and awareness in relation to the resupply of isolated communities and isolated rural properties. This is carried out prior to the wet season with information supplied to stores and rural properties through normal Council communication channels.

Resupply will be dealt with according to the Resupply Guidelines and Queensland Fire and Emergency Services will assist with advice and governance issues.
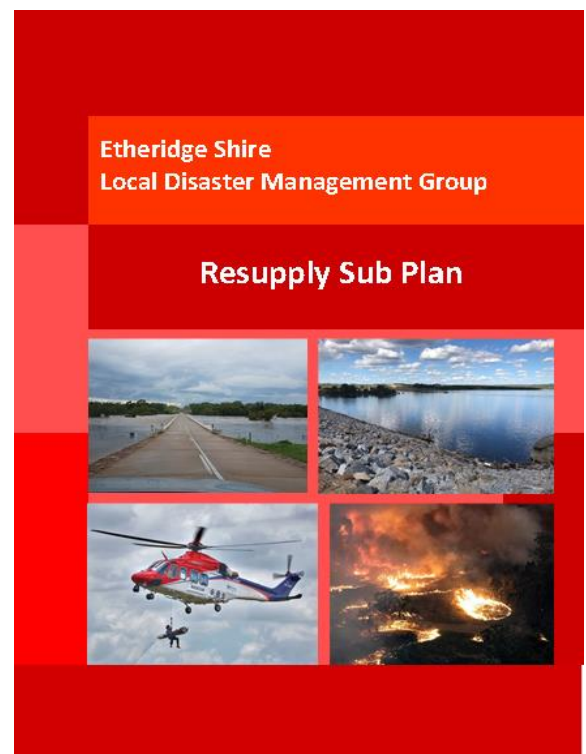
9.17. Hazard Specific Lead Agency

A specific lead agency will manage an event upon activation of the Etheridge Local Disaster Management Plan .

Hazard	Lead Agency
Cyclone	Etheridge Shire Council
Earthquake	Etheridge Shire Council
Fire rural	Queensland Fire & Emergency Services (Rural Fire)
Fire urban	Queensland Fire & Emergency Services
Flood	Etheridge Shire Council
Heat Wave	Queensland Health
Insect and vermin plague	Etheridge Shire Council
Landslip	Etheridge Shire Council
Major Air Transport Accident	Queensland Police Service
Major Land Transport Accident	Queensland Police Service
Pandemic	Queensland Health
Plant or animal disease	Department of Primary Industries and Fisheries
Search and Rescue	Queensland Police Service
Severe Storms	Etheridge Shire Council
Telecommunication / widespread power failure	Service Provider
Tornado	Etheridge Shire Council
Water supply contamination	Etheridge Shire Council

10. Recovery

10.1 Overview

The transition from response to recovery will be carefully managed and carried out under the guidance of the Etheridge Local Recovery Sub Plan.

10.2. Local Recovery Group Coordinator

The Etheridge Shire Council has appointed an officer as Coordinator of the Local Recovery Group. The role of the Local Recovery Group Coordinator is to liaise with the chair of the Local Disaster Management Group on recovery related tasks, coordinate the required recovery elements and develop a Recovery Action Plan for the group.

10.3. Initiating Recovery

The Etheridge Local Recovery Sub Plan is activated by the Local Disaster Management Group during the response phase of the event and the provision of relief is coordinated by the Local Recovery Coordinator. The Local Recovery Coordinator will establish recovery groups as necessary and manage the recovery process in accordance with the procedures detailed in the Local Recovery Sub Plan.

10.4. Local Recovery Groups

Local Recovery Groups may be established by the Local Recovery Coordinator depending on the initial needs assessment and the anticipated recovery operations. All recovery arrangements will be established in accordance with the procedures detailed in the Local Recovery Sub Plan.

The Local Recovery Groups that will be most suited to the Etheridge Shire Council area are Human/Social, Economic, Environmental and a combining of the Building and Roads and Transport Groups into an Infrastructure Group. The recovery group is to have a QRA advisor on the group and a DRFA specialist from council.

10.5. Public Information

Regular dissemination of information to the communities throughout the recovery process will be carried out concerning the following:

- How to access assistance and support programs
- Where Recovery Centre are located
- How to access recovery information on line and on Councils Website

10.6. Queensland Reconstruction Authority

The Etheridge Local Disaster Management Group will liaise closely with the Queensland Reconstruction Authority (QRA) to ensure the effective and efficient coordination of recovery and reconstruction efforts.

Discussions will also be held with QRA regarding claims for State Disaster Relief Arrangements and Disaster Recovery Funding Arrangements (DRFA)

How the recovery operations will be managed can be found in the Local Recovery Sub Plan.
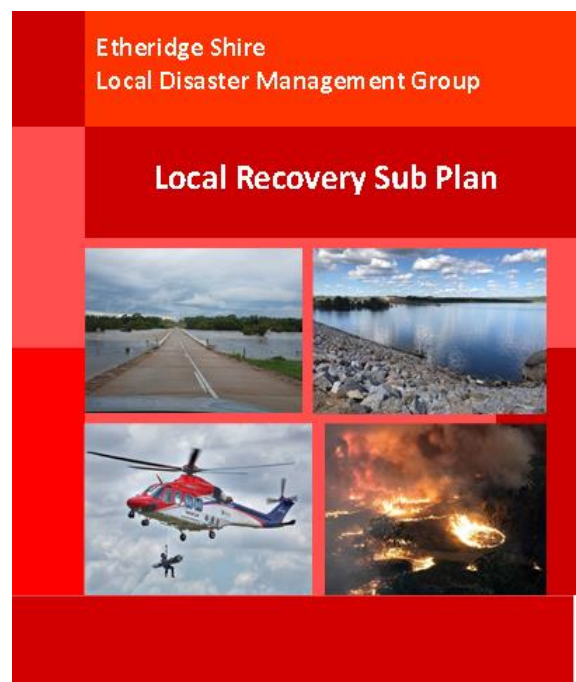
11.0.   Financial Management

Authorisation for expenditure of funds during an event is in accordance with Council's financial management policies including DRFA, SDRA guidelines. Expenditure limits are as per Council's Financial Delegations Register.

11.1.   Cost Centres

For each event, specific cost centres are to be established for emergent works expenditure and counter disaster operations in accordance with DRFA guidelines. For restoration works, relevant information for each road/project is to be kept to assist in the preparation of submissions to the relevant funding body for approval. For urgent projects, a separate record is to be kept for costing purposes to enable works to commence prior to official approval.

The LDC is provided with the authority to use the Shire Council Purchase Order System. This system is to be used to obtain services, equipment and requirements to permit the operation to function effectively. A separate record system is to be established for each event to assist with making claims for reimbursement of costs. Use of this system will include:

- Purchase/hire of equipment.
- Purchase of stationery, office and cleaning supplies, etc.
- Hire of specialised personnel/organisations, cleaning, etc.
- Catering for the Local Disaster Coordination Centre staff during extended operations.

11.2.   Financial Arrangements

There are two sets of financial arrangements which, if activated by the Minister, provide financial support to Queensland communities impacted by a disaster event through the reimbursement of eligible expenditure.

- **State Disaster Relief Arrangements (SDRA):**

  SDRA is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster event (natural or non-natural). The SDRA is State funded, and therefore not subject to the Australian government-imposed event eligibility provisions or activation threshold. As a consequence, SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists.

- **Disaster Recovery Funding Arrangements (DRFA):**

  DRFA is to assist the relief and recovery of communities whose social, financial and economic wellbeing has been severely affected by a disaster event. The arrangements provide a cost sharing formula between the State and Australian Government and include a range of pre-agreed relief measures.

To claim for expenditure reimbursement under SDRA or DRFA:

- The relevant relief measures must be activated, and the expenditure must meet the eligibility requirements of that measure

- The documentary support for all eligible expenditure detailed in the claim must be provided by the claimant.

12. Annexures

Annexure A: Distribution List

Document Number	Title	Organisation
1	LDMG Chairperson	Etheridge Shire Council
2	LDMG Deputy Chairperson	Etheridge Shire Council
3	Local Disaster Coordinator	Etheridge Shire Council
4	Local Recovery Group Coordinator	Etheridge Shire Council
5	Director Engineering Services	Etheridge Shire Council
6	Director Corporate & Community Services	Etheridge Shire Council
7	District Disaster Coordinator	Queensland Police Service
8	District Disaster Executive Officer	Queensland Police Service
9	OIC Police - Georgetown	Queensland Police Service
10	OIC Police – Forsayth	Queensland Police Service
11	OIC Police – Mt. Surprise	Queensland Police Service
12	Emergency Management Coordinator	Queensland Fire & Emergency Services
13	Local Controller	State Emergency Service
14	Area Controller	State Emergency Service
15	DON - Georgetown Health Clinic	Queensland Health
16	DON - Forsayth Health Clinic	Queensland Health
17	Rural Fire Brigade - Georgetown	Queensland Fire & Emergency Services
18	Rural Fire Brigade - Forsayth	Queensland Fire & Emergency Services
19	Rural Fire Brigade - Mt. Surprise	Queensland Fire & Emergency Services
20	Rural Fire Brigade - Einasleigh	Queensland Fire & Emergency Services
21	Manager	Ergon Energy
22	Regional Manager	Department of National Parks, Sport and Racing
23	Copperfield Dam Operator	Department Natural Resources, Mines and Energy
24	On Site Management (Kidston)	Genex Power
26		
27		
28		

Annexure B: Abbreviations

ADF	Australian Defence Force
AEP	Annual Exceedance Probability (expressed as a %)
AHD	Australia Height Datum (All ESC datum reported in AHD unless otherwise stated)
AIIMS	Australasian Inter-service Incident Management System
ARI	Annual Recurrence Interval (expressed as a ratio)
BOM	Bureau of Meteorology
BSA	Building Services Authority
CASA	Civil Aviation Safety Authority
CCC	Australian Government Crisis Coordination Centre
CEO	Chief Executive Officer
COAG	Council of Australian Governments
DACC	Defence Assistance to Civil Community
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DRFA	Disaster Recover Funding Arrangements (replaces NDRRA)
DCCS& D	Department of Communities, Child Safety & Disabilities
EA	Emergency Alert
EHO	Environmental Health Officer
ESC	Etheridge Shire Council
GA	Geoscience Australia
GIS	Geographic Information System
IGEM	Inspector General Emergency Management
HAZMAT	Hazardous Materials
LDC	Local Disaster Coordinator

LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LRC	Local Recovery Coordinator
MOU	Memorandum of Understanding
NGO	Non- Government Organisation
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
PSPA	Public Safety and Preservation Act 1986
PMF	Probable Maximum Flood
QDMC	Queensland Disaster Management Committee
QAS	Queensland Ambulance Service
QFES	Queensland Fire and Emergency Services
QH	Queensland Health
QPS	Queensland Police Service
QR	Queensland Rail
RACE	Response Advice for Chemical Emergencies
RFA	Request for Assistance
SCCC	State Crisis and Communications Centre
SDC	State Disaster Coordinator
SDRA	State Disaster Recovery Arrangements
SES	State Emergency Service
SEWS	Standard Emergency Warning System
SITREP	Situation Report
SOP	Standard Operating Procedures
SPP	State Planning Policies
SRC	State Recovery Coordinator

Annexure C: Definitions

Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility, situation should be monitored by a responsible person
AS/NZS ISO 31000:2009	International Standard on Risk Management – Principles and Guidelines
Climate Change	A change of climate that is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods.
Community Recovery Centre	A Centre established by the Department of Communities to facilitate the delivery of disaster recovery services to the disaster-affected community by multiple agencies from a single location.
Consequence	Outcome of an event affecting objectives NOTE 1 an event can lead to a range of consequences. NOTE 2 A consequence can be certain or uncertain and can have positive or negative effects on objectives. NOTE 3 consequences can be expressed qualitatively or quantitatively. NOTE 4 Initial consequences can escalate through knock-on effects. *[AS/NZS ISO 31000:2009]*
Control	Measure that is modifying risk NOTE 1 Controls include any process, policy, device, practice, or other actions, which modify risk. NOTE 2 Controls may not always exert the intended or assumed modifying effect. *[AS/NZS ISO 31000:2009]*
Council	Where used means Etheridge Shire Council
Critical Infrastructure	Water Supply, Power Supply, Communications, Waste Service, Drainage, Road, Rail, Air Ports, Hospitals, Fire, Police, Ambulance and Emergency Services.
Disaster	A disaster is 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 *(Disaster Management Act 2003)*
Event	• A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening; • An explosion or fire, a chemical, fuel or oil spill, or a gas leak; • An infestation, plague, or epidemic; • A failure of, or disruption to, an essential service or infrastructure; • An attack against the State; or • Another event similar to the above events An event may be natural or caused by human acts or omissions. *(Disaster Management Act 2003)*
Epidemic	An outbreak of new cases of a certain disease, in a given human population that occur during a given period, that substantially exceeds normal expectations
Flash flood	Flood of short duration with relatively high peak discharge. (*Bureau of Meteorology*)
Flood	A flood occurs when water inundates (covers) land that is normally dry (*Bureau of Meteorology*)
Hazard	A source of potential harm, or a situation with a potential to cause loss *(Emergency Management Australia, 2004)*
Infrastructure	Schools, Government Facilities, Aged Care Facilities, Sporting Facilities, Community Facilities, Recreational Facilities, and Structures not defined as Critical Infrastructure.
Landslide	A movement of material down slope in a mass as a result of shear failure at the boundaries of the mass.

Lean forward	An operational state of readiness of the disaster coordination centre prior to 'Activation' characterised by a heightened level of situational awareness
Level of risk	Magnitude of a risk or combination of risks, expressed in terms of the combination of consequences and their likelihood [AS/NZS ISO 31000:2009]
Likelihood	Chance of something happening NOTE 1 In risk management terminology, the word "likelihood" is used to refer to the chance of something happening, whether defined, measured or determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically (such as a probability or a frequency over a given time period). NOTE 2 The English term "likelihood: does not have a direct equivalent in some languages; instead, the equivalent of the term "probability" is often used. However, in English, "probability" is often interpreted as a mathematical term. Therefore, in risk management terminology, "likelihood" is used with the intent that it should have the same broad interpretation as the term "probability" has in many languages other than English. [AS/NZS ISO 31000:2009]
Major flooding	In addition to the effects of Minor and Moderate flooding, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required. (*Bureau of Meteorology*)
Minor flooding	Causes inconvenience. Low-lying areas next to watercourses are inundated which may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged. (*Bureau of Meteorology*)
Mitigation	Measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment *(Australian Emergency Management Glossary, 1998).*
Moderate flooding	In addition to the effects of Minor flooding, the evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas requiring the removal of stock. (*Bureau of Meteorology*)
Pandemic	An outbreak of infectious disease with a high attack rate in people of all age groups that occurs concurrently throughout the world
Probable Maximum Flood	The most severe flood that is likely to occur at a particular location. Such a flood would result from the most severe combination of critical meteorological and hydrological conditions. (*Bureau of Meteorology*)
Preparedness	Arrangements made to ensure that should an emergency occur, communities, resources and services are capable of coping with the effects *(Australian Emergency Management Glossary, 1998).*
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies *(Australian Emergency Management Glossary, 1998).*
Recovery	The coordinated process of supporting disaster affected communities in reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being, and restoration of the environment. *(Australian Emergency Management Glossary, 1998)*
Relief	The provision of immediate shelter, life support and attend to needs of persons affected by or responding to a disaster. It includes the establishment, management and provision of services to disaster relief centres. *(Australian Emergency Management Glossary, 1998)*
Response	Actions taken in anticipation of, during and immediately after, a disaster to ensure its effects are minimised *(Australian Emergency Management Glossary, 1998).*

Risk	Effect of uncertainty on objectives Risk is often characterised by reference to potential events and consequences, or a combination of these. Risk is often expressed in terms of a combination of the consequences of an event (including changes in circumstances) and the associated likelihood of occurrence. *[AS/NZS ISO 31000:2009]*
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. *[AS/NZS ISO 31000:2009]*
Serious disruption	One or more of the following occurring as a result of an event: • Loss of human life, or illness or injury to humans; • Widespread or severe property loss or damage; • Widespread or severe damage to the environment
Severe Storm	A storm which produces: • hail, diameter of 2 cm or more; or • wind gusts of 90 km/h or greater; or • flash floods; or • lightning that causes death, injury or damage; or • tornadoes, or any combination of these (Bureau of Meteorology)
Stand down	Transition from responding to an event to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.
Stand up	The operational state of 'Activation' following 'Lean Forward' where resources are mobilised, personnel are activated and operational activities commence
Stormwater flooding	Inundation caused by local run-off rather than water rising from a watercourse. It includes run-off exceeding the capacity of the drainage system. *(Bureau of Transport and Regional Economics)*
Tornado	These rarest and most violent of thunderstorm phenomena are rapidly rotating columns of air that descend in the well-known funnel shape from the base of a storm cloud. A tornado vortex, which can range in width from a few metres to hundreds of metres, usually whirls clockwise (viewed from above) and contains very damaging winds that may reach more than 450 km/h.
Tropical Cyclones	Tropical cyclones are intense low pressure systems that form over warm ocean waters at low latitudes. Atmospheric circulations rotate clockwise in the southern hemisphere, and anti-clockwise in the northern hemisphere. Tropical cyclones are associated with strong winds, torrential rain and storm surges (in coastal areas). Tropical Cyclone Category System **Category 1** *(tropical cyclone)* Strongest winds are GALES with typical gusts over open flat land of 90 - 125 km/h. **Category 2** *(tropical cyclone)* Strongest winds are DESTRUCTIVE winds with typical gusts over open flat land of 125 - 164 km/h. **Category 3** *(severe tropical cyclone)* Strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 165 - 224 km/h. **Category 4** *(severe tropical cyclone)* Strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of 225 - 279 km/h. **Category 5** *(severe tropical cyclone)* Strongest winds are VERY DESTRUCTIVE winds with typical gusts over open flat land of more than 280 km/h. (*Bureau of Meteorology*)

Annexure D: Sub Plans

The Etheridge Local Disaster Management Group has developed a range of sub plans to compliment this plan and provides further detail as required. The following is a reference to these documents.

- Local Disaster Coordination Centre SOP
- Disaster Risk Management Sub Plan
- Evacuation Management Sub Plan
- Pandemic/Epidemic Sub Plan
- Information and Warning Sub Plan
- Recovery Sub Plan
- Resupply Sub Plan
- Bushfire Support Plan

Annexure E: Notice of Appointments

Permanent Appointment of LDMG Member

<Insert Appointee Name and Address>

In accordance with section 33 of the *Disaster Management Act 2003* I hereby appoint you as a member of the Etheridge Local Disaster Management Group.

I am satisfied that you have the necessary experience or expertise to perform the functions of a member of a Local Disaster Management Group in accordance with section 30 of the *Disaster Management Act 2003.*

As a member your personal contact information is required to be collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. Please ensure that you complete the attached 'Member Contact Details Collection Form' and return the signed form to The Local Disaster Coordinator, Etheridge Shire Council, Box PO 12, Georgetown Q 4871as soon as possible.

Should you require any further information, please contact the CEO on telephone number
 07 4079 9090.

Yours sincerely

Local Disaster Coordinator
Etheridge Shire Council

Permanent Appointment of LDMG Chairperson

Commissioner **and** <Insert Rank and Name>
Queensland Fire and Emergency Chairperson
Services <Insert Disaster District>
GPO Box 1425 District Disaster
BRISBANE   QLD   4001 Management Group
<Insert Address>

and email
SDCC@qfes.qld.gov.au

I wish to notify of a permanent change to the <Insert Local Government Area> Local Disaster Management Group <Insert Executive Position> incumbent.

As of the <Insert Start Date> the incumbent will be <Insert Title and Full Name>.

<Insert Title and Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the position of <Insert Executive Position> in accordance with the *Disaster Management Act 2003.*

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Title and Surname> are:

Work Telephone:	
A/H Telephone (optional):	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>

Yours sincerely

<Insert Title and Name>
<Insert Executive Position> (LDMG Chairperson, LDMG Deputy Chairperson or incumbent LDC)
<Insert Local Government Area> Local Disaster Management Group

Permanent Appointment of Local Disaster Coordinator

Commissioner **and** <Insert Rank and Name>
Queensland Fire and Emergency   Chairperson
Services   <Insert Disaster District>
GPO Box 1425   District Disaster
BRISBANE   QLD   4001   Management Group
    <Insert Address>

and email
SDCC@qfes.qld.gov.au

In accordance with section 35 of the *Disaster Management Act 2003,* I wish to notify that following consultation with the Chief Executive <Insert Title and Name of Appointee>is appointed Local Disaster Coordinator for the <Insert Local Government Area> Local Disaster Management Group.

<Insert Title and Surname> has the necessary expertise or experience to perform the functions and exercise the powers of the Local Disaster Coordinator in accordance with section 36 of the *Disaster Management Act 2003.*

<Insert Title and Surname> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Name> are:

Work Telephone:	
A/H Telephone (optional):	
Mobile:	
Email:	
Work Address:	

Should you require any further information, please contact <Insert Contact> on telephone number <Insert Contact Details>*.*

Yours sincerely

<Insert Title and Name>
Chairperson
<Insert Local Government Area> Local Disaster Management Group

Notice of Local Government Appointment

<Insert Date>

Commissioner	**and**	<Insert Rank and Name>
Queensland Fire and Emergency		Chairperson
Services		<Insert District> District Disaster
GPO Box 1425		Management Group
BRISBANE QLD 4001		<Insert Address>

and email SDCC@qfes.qld.gov.au

As you may be aware, section 24 of the *Disaster Management Act 2003* requires a local government or combined local governments to inform the Commissioner, Queensland Fire and Emergency Services and the Chairperson of the District Disaster Management Group of the local government appointment to the DDMG.

The <Insert Local Government> local government/or combined local governments have appointed <Insert Full Name and Designated Position Title> in accordance with the *Disaster Management Act 2003*, section 24 to the <Insert DDMG> DDMG.

<Insert Name> has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management. The contact details for <Insert Name> are:

Telephone work:	
Telephone home:	
Mobile:	
Email:	
Work address:	

Should you require any further information, please contact <Insert Contact Name> on telephone number <Insert Contact Number>.

Yours sincerely

Chief Executive Officer
<Insert Local Government Details>

Annexure F: Meeting Agenda Template

Date: <Insert Meeting Date>

Time: <Insert Meeting Start Time>

Venue: <Insert Meeting Location>

No:	Agenda Item	Responsible	Page
1	Welcome and apologies	Chair	
2	Confirmation of minutes arising from previous meeting	Chair	
3	Presentations		
	<presentation detail>	<name>	
4	Reports for Approval		
	<report name>	<name>	
	<report name	<name>	
5	Verbal Updates		
	<heading>	<name>	
	<heading>	<name>	
6	Agency/Organisation member status reports (by exception) • QPS • Qld. Health • QFES (Urban & Rural) • QFES (EM) • Ergon • ESC • Others	Chair	
7	Open Discussion		
	<topic>	<name>	
8	Next Meeting	Chair	
9	Meeting closed	Chair	

Annexure G: LDMG Members Contact Details

Complete contact details for all Etheridge Local Disaster Management Group members are stored by Council with a secure login.
Contacts lists are controlled documents and not for public distribution.