



Cherbourg Local Disaster Management Plan

Version 1.0

Dated: 30 January 2013

"Get Ready Cherbourg"

The purpose of this plan is to help us to:

Prevent and mitigate disasters

Prepare for disasters

Respond to disasters

Recover from disasters



**Cherbourg Aboriginal Shire
Council**

22 Barambah Avenue
Cherbourg, Queensland,
Australia 4605
www.cherbourg.qld.gov.au

This Local Disaster Management Plan is prepared under the provisions of section 57 of the Act. It is consistent with legislation, disaster management guidelines and the strategic policy framework.

Distribution

This plan is distributed to the following people and organisations:

Council & Community Organisations

Mayor & Deputy Mayor
Chief Executive Officer
Manager Local Government and Corporate Services
Manager Community Services
Manager Economic and Community Development
Works Supervisor
Environmental Health Worker
Radio Us Mob 94.1
Ration Shed

State Agencies

District Disaster Coordinator Gympie
QPS Police Sergeant, Cherbourg
QFRS Area Director, Kingaroy
QAS Station Officer Murgon
EMQ Area Director, Gympie/South Burnett
Chair of the Essential Services Group
Cherbourg Hospital
Qld Parks and Wildlife
Sunwater
Energex
Aboriginal and Torres Strait Islander and Multicultural Affairs

Document Control

This plan is managed by the Cherbourg Aboriginal Shire Council. The Council Chief Executive Officer is the controller of this plan. Any proposed changes to this plan should be provided to:

Manager Local Government and Corporate Services
Cherbourg Aboriginal Shire Council
T 07 4168 1866 F 07 4168 2727 M 0431394269

This plan is version controlled. The latest version will be made available to those who need it to do their job in a disaster, or to anyone who wants to know our Disaster plan.

Cherbourg Aboriginal Shire Council will maintain and make publicly available a Version Control Register for the Local Disaster Management plan. This register records all amendments to the plan for each version issued.

Contents

Foreword	5
Approval	5
Managing Disasters – How it works in Queensland	6
Administration and Governance	7
Introduction	7
Area this plan covers	7
Map 1- Cherbourg Aboriginal Shire Council Boundaries and Location	8
Our Disaster Management Objective	8
Our Disaster Management Priorities	8
Strategic Policy Framework	9
How we will keep this plan current, relevant and effective	10
How we will manage our Disaster Arrangements	10
Our Local Disaster Management Group	10
Establishment	10
What the LDMG does	10
Who are the Members of the LDMG	11
The LDMG is not the same as the Essential Services Group	11
Business Rules for the LDMG	12
Disaster Risk Assessment	12
About Cherbourg	12
Hazards	12
Risk Assessment & Our Risk Register	13
Summary of Major Disaster Risks to Cherbourg Community	13
Making sure the Disaster Risks are managed	14
Our Prevention and Preparedness Strategy	14
Our Prevention and Preparedness Objectives	14
How we will identify and act upon opportunities for Prevention/Mitigation	14
Getting Ready and Getting Better	14
Being Aware before something happens	15
Knowing what to do	15
Practicing our Plans	16
Learning from our Experiences	16
Our Response Strategy	17
Our Response Objectives	17
Early Activation	17

Provide Timely Warnings to those who need it	18
A Plan for how we will operate in an event	19
Coordinate Disaster Operations	19
Provide support to meet community needs	20
Timely and Accurate Operational Reporting	20
Timely Logistics Support	20
Sound Financial Management.....	20
Keeping the Community Informed.....	21
Disaster Sub Plans.....	21
Hazard Specific Sub Plans	22
Disaster Declarations	23
Our Recovery Strategy	24
Scope.....	24
Our Recovery Objectives.....	24
Recovery Framework for Cherbourg	24
Transition to Recovery	25
Conclusion	26
Local Disaster Management Sub Plans	26
Operational Checklists	27
List of Tables	27
List of Maps	27
Annexure Index	27
Annexure A – Cherbourg LDMG Contact List.....	28
Annexure B – Cherbourg Risk Assessment (Jan 2013).....	32
Annexure C – AECOM Flood Mapping and Warning Study.....	33
Annexure D – Murgon and Cherbourg Shires Natural Disaster Risk Study 2007	34

Foreword



Our community has been hit by disasters before and we will get hit again. The flooding and isolation of our community in 2010/2011 reminds us that we can be affected. We need a disaster plan. Something that guides us to prepare for disasters, respond to them when they happen, and recover from them afterwards. This plan has been developed to do that. It tells us what could happen and how bad it could be. It tells us what we have to do as a community to prepare beforehand. It tells us how we should respond during a disaster and it tells us what we need to do after a disaster.

Our disaster plan is an important document to everyone in the community. You should read through it so you know about these things and can help us become a disaster resilient community.

<Signature>

Ken Bone

Mayor

Approval

This plan provides for effective disaster management of the Cherbourg Aboriginal Community within the Cherbourg Aboriginal Shire Council area in accordance with the *Disaster Management Act, 2003*. It is endorsed by the Local Disaster Management Group.

This plan is approved for distribution by the Cherbourg Aboriginal Shire Council.

<signature>

Ken Bone

Mayor

Cherbourg Aboriginal Shire Council

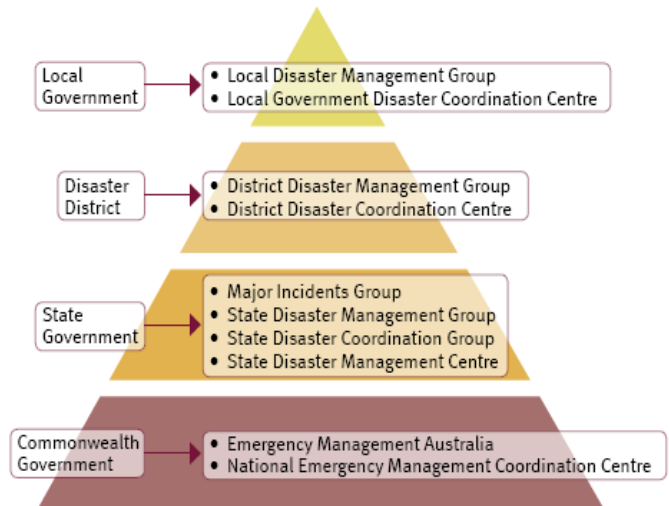
Date:

Managing Disasters – How it works in Queensland

The Queensland Disaster Management System is made up of Disaster Management Groups and Disaster Coordination Centres at Local, District, State and Australian Government levels as depicted in the diagram below.

The Cherbourg Local Disaster Management Group is responsible for managing disasters in Cherbourg. They are required by the Queensland Disaster Management Act, 2003 to help the Cherbourg Aboriginal Shire Council to maintain and implement a disaster management plan.

When disasters are not happening, the Local Disaster Management Group helps the Council and the Community to try to prevent or mitigate possible disasters and prepare the community for various things that could happen such as storms, bushfires and earthquake and other things.



When disasters happen, the Local Disaster Management Group meets to solve problems and coordinate the response to the disaster. They are helped by a number of organisations including community organisations. Some of these are local and are members of our Group, but some belong to the Gympie District Disaster Management Group and they are there to support the Cherbourg Local Disaster Management Group. If the District can't help then the State or the Commonwealth Government will try to help.

For more information on the Queensland Disaster Management System go to:
<http://www.emergencyvolunteering.com.au/home/disaster-ready/menu/qdma>

Administration and Governance

Introduction

Our Disaster Management Plan has been developed in two parts – this plan and a companion Disaster Operating Manual.

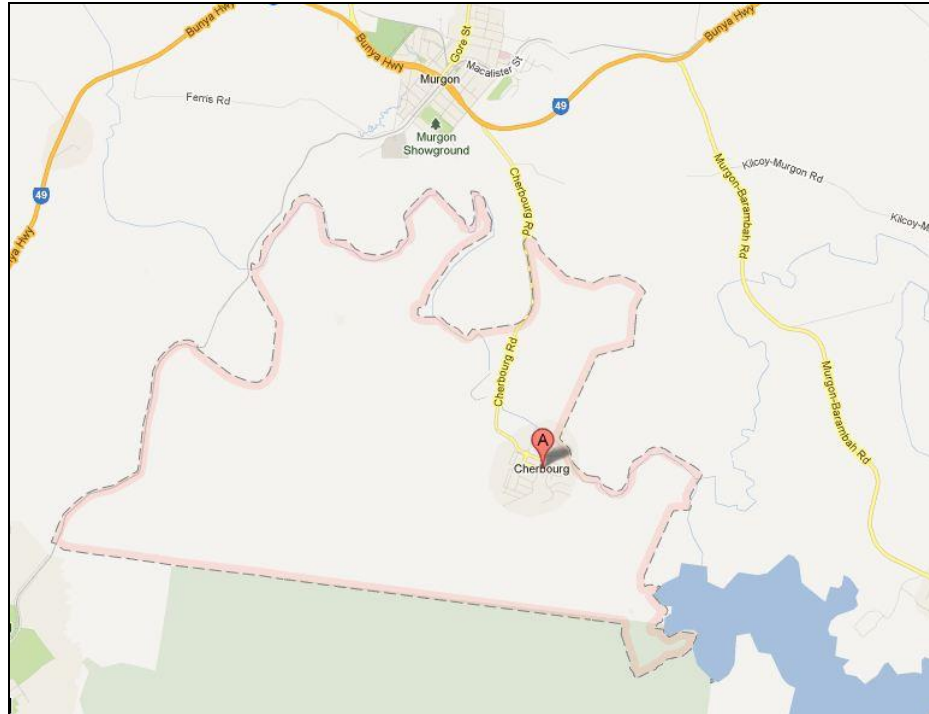


This document is the main plan and details how the Cherbourg Community will manage disasters included Prevention and Mitigation, Preparation, Response and Recovery. This plan provides a broad overview of these things. It has been developed so that it can be read and understood by everyone in the community.

The main plan is supported by a Disaster Operating Manual which contains a number of Sub Plans. These provide much more detail as well as the procedures to be followed by the Local Disaster Management Group and the Council in undertaking disaster management for the Cherbourg Community. The companion Disaster Operating Manual is part of the Cherbourg Disaster Management Plan and is held by Council. The operating manual, or individual Sub Plans, can be made available to anyone who needs them.

Area this plan covers

This plan is for the Cherbourg Community within the boundaries of the Cherbourg Aboriginal Shire Council as depicted in Map 1.



Map 1- Cherbourg Aboriginal Shire Council Boundaries and Location

Our Disaster Management Objective



Our Disaster Management Objective is to ensure the safety and well being of our community. The objective of this plan is to document how we manage disasters in Cherbourg. Our plan:

- Includes arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
- Complies with state legislation, policy, plans and guidelines concerning disaster management.

Our Disaster Management Priorities

When making decisions about disaster management the following priorities will be applied:

- Priority One: **Preservation of Life**
- Priority Two: **Community Well Being**
- Priority Three: **Protection of Property**

Strategic Policy Framework

Our Plan has been developed in accordance with the State Strategic Policy Framework for Disaster Management. The following paragraphs highlight how we are conforming to the policy's eight principles.

- **Our Plan is based on research and flood modelling studies.** We engaged engineers and other technical people to come and look at Barambah Creek and help us understand how high the water could go. They drew maps of different levels of flood. These maps also allow us to install an automatic flood gauge in the Creek that will help with flood warnings. We also used technical advice from experts on what could happen to us including: bushfire, severe storms, cyclone, pandemic, earthquakes, dam failure and heat wave.
- **Our Plan is managed.** Our plan outlines the disaster management responsibilities of key people in the community and the Agencies that support our community. It describes how everyone works together and what we have to do under the Queensland Disaster Management Act, 2003.
- **Our Plan is based on assessment of risk.** We looked at all the disasters that could happen in Cherbourg. By analysing how disasters could affect us (risks) we can work out how to prevent those things from happening, or, if we can't prevent them, how we should prepare for them and respond to them when needed. Our risk assessment helps us focus on what is really important to us.
- **Our Plan Identifies opportunities to mitigate risk.** Sometimes we can reduce the risk of something bad happening by working to help prevent it, or we can reduce the impact. Our plan helps us understand what we can do in our community to prevent disasters or lessen their impact.
- **Our Plan tells us how to prepare.** Our plan guides us in our preparation to deal with disasters. It provides procedures to ensure everyone knows what to do before a disaster, including how to make the community better prepared.
- **Our Plan tells us how we should respond.** Our plan guides us when disasters happen. It provides procedures to coordinate everyone's effort and informs us on what we need to do to deal with a disaster.
- **Our plan guides us in our Recovery.** Our plan guides us in providing relief and how we can best manage the Recovery after a disaster.
- **Our Plan helps us learn from disasters.** Learning from disasters is important to ensure we are better prepared next time. Our plan tells us how to capture the lessons of disaster events to make our plan and our community stronger.

How we will keep this plan current, relevant and effective

This plan will be reviewed each year through an internal review by Council and an external review by the Gympie Disaster District.

The purpose of the external review is to make sure we meet the legislation, policy, plans and guidelines. The purpose of the Council internal review is to ensure that the plan and sub plans remain up to date, relevant and effective.

The plan is constantly checked by Council. The plan's effectiveness can be judged by exercising key parts of the plan and Council will conduct a disaster exercise annually to do this.

How we will manage our Disaster Arrangements

The business processes and governance requirements for disaster management in Cherbourg Aboriginal Shire Council area are detailed in Sub plan 1 - Business and Governance Arrangements.

Our Local Disaster Management Group

Establishment

A Local Disaster Management Group (LDMG) is established for the Cherbourg community in accordance with s.29 of the Act. These are the people who will make the decisions about what is best to help us manage disasters including our preparation before a disaster, our response during a disaster and our recovery after a disaster.

What the LDMG does

The functions of the LDMG (summarised from s.30 of the Act) are to:

- Make sure our plans and arrangements are consistent with state disaster management policy, plans and guidelines.
- Develop disaster management for the Cherbourg Community and make sure it is up to date, relevant and effective.
- Help the Council prepare and maintain this plan and its sub plans.
- Keep the Disaster District informed on ways they can help disaster management in Cherbourg.
- Ensure the community is aware of ways of reducing the impacts of disasters as well as preparing for, responding to and recovering from a disaster.
- Manage disaster operations when disasters strike including coordinating the resources necessary to respond effectively.

- Make sure there is effective communication in the LDMG and with the Disaster District and other local disaster management groups when a disaster happens.

Who are the Members of the LDMG

Members of the LDMG are people from various organisations who can help in a disaster. They are people who have the required authority to speak for their agency or organisation and to implement decisions of the Group. The members and their level of authority will be confirmed through an appointment process (see Sub Plan 1 – Business and Governance Arrangements).

Membership of the Cherbourg LDMG is detailed table 1.

Members – make the decisions.	
Council	State Government
<ul style="list-style-type: none"> • Mayor & Deputy Mayor (Chair) • Chief Executive Officer (Local Disaster Coordinator) • Manager Local Government and Corporate Services • Manager Community Services • Manager Economic and Community Development • Works Supervisor • Environmental Health Worker 	<ul style="list-style-type: none"> • Cherbourg Police Sergeant • Area Director South Burnett, QFRS • Station Officer, Murgon QAS • Area Director, EMQ, Gympie/South Burnett • Dept of Communities as Chair of the Essential Services Group • Cherbourg Hospital Manager
Advisors – provide advice to the members of the LDMG	
<ul style="list-style-type: none"> • Sunwater – for issues with Bjelke Petersen Dam • Energex – for power supply issues affecting Cherbourg • South Burnett Regional Council – for assistance with resources when necessary. • Radio Us Mob 94.1 – for assistance in public information and education • Qld Parks and Wildlife – for advice and assistance for bushfire warning and road access through Wondai State Forest. • Bureau of Meteorology – for flood, severe weather and other warnings and information. 	

Table 1 – Members of the Local Disaster Management Group and Advisors

A contact list (not for public release) is at Annex A.

The LDMG is not the same as the Essential Services Group

The LDMG should not to be confused with the Essential Services Group (ESG) which has a similar membership to the LDMG. The ESG has been established to bring together a number of State Government agencies to better coordinate the provision of day to day services to the Cherbourg Community. The ESG does not have a specific responsibility

for disaster management. However, recognising that the daily work of the ESG can assist in disaster management, the Chair of the ESG is an appointed member of the LDMG.

Business Rules for the LDMG

The business rules for the LDMG are detailed in the Local Disaster Sub plan 1 – Business and Governance Arrangements.

Disaster Risk Assessment

About Cherbourg

A description of the community that provides the context for the Cherbourg risk assessment is part of the 2013 Cherbourg Risk Assessment at Annex B. The Cherbourg community has many unique features that make it vulnerable to disaster impact. These include its location and demographics. The Risk Assessment considers what could happen and how it might affect us.

Hazards

The following hazards have been assessed for the Cherbourg Community:

Hazard	Remarks
Flood	Barambah Creek can flood at minor, moderate and major levels. Moderate to Major flooding can flood the main road to Murgon isolating the town. Major flooding inundates houses and buildings.
Bushfire	Grass fires around community are common in late spring, early summer. Bushfire in the Wondai State Forest could affect Cherbourg.
Severe Storms/Cyclone	Severe storms are common in early summer and can hit with little warning. Cyclones are not common but it is possible a big cyclone could come in from the coast and still be a cyclone when it reaches Cherbourg. Severe Storms and Cyclone are similar in their impact on the community and are considered together in our risk assessment and plan.
Heatwave	May occur from time to time during Summer. A heatwave is when there are 3 or more days in a row above 35 degrees Celsius.
Earthquake	The region could have an earthquake. Minor earthquakes are commonly recorded in the region.
Pandemic	The community is particularly vulnerable to any pandemic outbreak.
Dam Failure	The Bjelke Petersen Dam lies just south east of the community. While very unlikely, the dam could be damaged in some way that could

	cause sudden downstream flooding.
Infrastructure Failure	Power failures can cause loss of water, sewerage treatment, and communications and affect provision of community services.
Emergency Animal Disease	The community runs cattle within the Cherbourg Council area. They are a source of income which could be disrupted in an outbreak of Emergency Animal Disease.
Mass Casualty Event	An accident or other event could cause injury or death to more than 4 people at once which would stretch our medical and ambulance capabilities.

Table 2 – Hazards that could affect Cherbourg Community

See the 2013 Cherbourg Risk Assessment Annex B for more detail on the extent, frequency, severity/intensity/time onset and anticipated duration of these hazards.

Risk Assessment & Our Risk Register

The Risk Assessment for Cherbourg is maintained by Council and is a part of the Local Disaster Management Plan. It documents the way the risks were assessed and factors relevant to Cherbourg that influence risk.

It examines what sort of disasters could happen in Cherbourg and how they might affect us. It prioritises the risks so we know what's important and tells us what we can do to prevent/reduce the risks. If we can't prevent or reduce the risk, it tells us what we have to do to respond effectively. The result of this assessment is summarised in the *Disaster Risk Register* at Annex B. The Disaster Risk Register is the foundation of this plan.

Summary of Major Disaster Risks to Cherbourg Community

The following is a summary of the major disaster risks to the Cherbourg Community: (see Annex B for more detail on these risks and others including their treatments).

- **Flood** (including Flood due to Dam Failure). Risks include: drowning, damage to property, disruption to business, flooding of houses and buildings, isolation of community for up to 7 days, loss or damage to council's water and sewerage treatment, need to evacuate parts of the community.
- **Severe Storm/Cyclone**. Risks include: possible death or injury, damage to homes and buildings, flash flooding, loss of power and/or communications for more than a few hours and a possible need to evacuate impacted houses and buildings.

- **Bushfire.** Risks include: possible death or injury, damage to homes and buildings, increase in respiratory problems in vulnerable people, possible evacuation of vulnerable people.
- **Pandemic.** Risks include: possible death or serious illness, possible quarantine and isolation, medical and ambulance services may be overwhelmed.

Making sure the Disaster Risks are managed.

The risk register is a very important document for the LDMG. The Group's responsibility is to make sure that we do the things detailed in our Risk Register to remove or reduce disaster risk for our community.

The LDMG should refer to the Risk Register at each of their meetings to make sure progress is being made in managing disaster risks. If anything changes in the community, the Group may need to change the risk register to take into account those community changes.

The LDMG may refer risk treatments that are beyond the capacity of the community to the Gympie Disaster District for their advice, support and assistance.

The Cherbourg Disaster Risk Register is at Annex B.

Our Prevention and Preparedness Strategy

Our Prevention and Preparedness Objectives

Our Prevention and Preparedness objectives are to:

- Ensure we identify and act on opportunities for prevention / mitigation.
- Build capacity in our Community, Council and our LDMG to effectively prepare for, respond to and recover from disasters (getting ready and getting better).

How we will identify and act upon opportunities for Prevention/Mitigation

Our Disaster Risk Register is the main tool we will use to identify prevention/mitigation opportunities. The LDMG will regularly review the Disaster Risk Register and act on opportunities to treat risk through prevention and mitigation effort.

Getting Ready and Getting Better

Getting ready is vital to being disaster resilient. We also need to get better at disaster management so we can be more effective. We will do these using four strategies:

- Regular and ongoing Community Education and Awareness activities
- Participation in Disaster Management Training,
- Conduct of Disaster exercises, and
- Effective Post Disaster Assessment processes.

Being Aware before something happens

The key to effective community education in Cherbourg is to involve the community in identifying the best ways we can prepare for disasters. The community should be provided regular community messages about how to become disaster ready. These community messages and awareness activities should be aligned to the times of the year when we expect weather related hazards:

- Storm Season – commences in spring and goes through early summer.
- Bushfire Season – commences in August and goes through to early summer
- Cyclone Season – Similar to Storms, cyclones can occur anytime from November to April.
- Flooding – aligns with Storm and Cyclone season.
- Heatwave – can occur anytime during summer.
- Pandemic – likely to occur during autumn and winter months.

Other hazards like earthquake or dam failure resulting from earthquake can occur anytime and a general understanding by the community of these hazards is required.

The seasonal hazards described above are our priority for community education.

The LDMG will assist Council in developing and implementing an Annual Community Education and Awareness Plan outlining the activities and community messaging required to increase awareness and resilience in the community for the next 12 months; taking into account the seasonal hazards above. The Sub Plan and each annual Community Education and Awareness Plan are managed by the Council on behalf of the LDMG Group.

The Cherbourg Key Message for disaster management is:

‘Get Ready Cherbourg’

Sub Plan 3 – Community Disaster Education and Awareness outlines the strategies to ensure effective community education and awareness.

Knowing what to do

All members of the LDMG are required to do training and get certificates in disaster management so that they can do their jobs properly. The training they have to do is

detailed in the Queensland Disaster Management Training Framework managed by Emergency Management Queensland (EMQ). Other members of the community or supporting agencies can also benefit from some disaster management training to assist in “Get Ready Cherbourg”. More detail on training requirements for members of the LDMG is in Sub Plan 1 – Business and Governance Arrangements

The Council maintains a current *Disaster Management Training Register* which identifies the training each LDMG member has undertaken and what training they still have to do. The Register also identifies Council staff or Community representatives that are nominated to undertake some disaster management training to help them support disaster management in the community.

The Register should be provided to EMQ at their request so they can program the required training for Cherbourg as required by the Disaster Management Training Framework.

LDMG members are to undertake the required training and are to schedule themselves on programmed disaster management courses. These are usually provided by EMQ.

Practicing our Plans

A disaster management exercise will take place every year involving members of the LDMG and those people who will support the LDMG in providing warnings and responding to disasters.

Usually this will be an example disaster event that the group has to respond to. (Approximately 2–5 hours). The exercise should be conducted before the start of the disaster season (conducted between May and Oct).

The purpose of the exercise is to practice the LDMG and supporting staff in developing and delivering effective warnings as well as making sure disaster operations can be managed and will meet community needs. The exercise makes sure everyone is familiar with the plan. Lessons from the exercise can be used to build a better plan and a stronger community.

The aim, scope and date for these annual exercises are to be set by the LDMG during their routine meetings.

From time to time, the Gympie Disaster District or the State may conduct a larger exercise with involvement by the Cherbourg LDMG and supporting staff. Participation in a district or state level exercise meets the annual exercise requirement under this plan.

Learning from our Experiences

After each activation of the LDMG, or any part of this plan; or when asked to by the Local Disaster Coordinator, everyone will come together and look at what happened and how well it worked. This is so we can learn lessons from that event and improve our plan and the way we do things and make our community stronger.

After a disaster or disaster-like event we will:

- Have an immediate debrief of all the people involved in managing the event as soon as we can after the completion of response operations. We do this to capture the key lessons while they are still fresh in everyone's mind.
- Conduct a more detailed debrief of the lessons learnt from the event. This may be conducted some days or weeks after the event and involves a larger group of people who were involved in the event.

The results of these debriefings are to be written down and included with this plan.

More detail on these processes is provided in Sub Plan 2 – Activation and Coordination.

Our Response Strategy

Our Response Objectives

When preparing for an impending hazard, or responding to an event, our Response objectives are to:

- Activate early to prepare and to plan for the response.
- Provide early warning to those who need it.
- Conduct effective Operational Planning.
- Coordinate disaster operations.
- Provide community support to meet community needs.
- Provide timely and relevant logistics support to disaster operations.
- Provide timely and accurate reports to those who require it.
- Manage the funds needed.
- Keep the community up to date.

The strategies to make sure we can do each of these are detailed in the following paragraphs:

Early Activation

We will activate our LDMG and our Local Disaster Coordination Centre (LDCC) early in any possible or actual disaster event so that we have time to make plans to prepare and respond.

We will activate only the resources needed to effectively deal with the size of the event. Smaller events may have less impact on the community and require fewer resources.

The Local Disaster Coordinator is responsible for activating the LDMG and all or any part of this plan to prepare for and respond to an event. To do this the Local Disaster Coordinator will consult with the Chair and the members of the LDMG and may also consult with the District Disaster Coordinator of the Gympie Disaster District. The Local Disaster Coordinator will decide on the scale of activation based on the size and type of event and will advise what resources are needed to ensure the response to that event is well coordinated and managed.

There are four levels of activation as detailed in Table 3.

Level of Activation	Description
ALERT	Something might happen and we need to be more alert. We are monitoring the event and preparing ourselves to act if we need to. The LDMG are talking to each other about the possibility that something might happen.
LEAN FORWARD	Something is definitely going to happen and we now need to get ourselves ready to take action. We are getting our LDMG together to start planning and we are setting up our coordination centre to help them.
STANDUP	Our LDMG is managing the event and our coordination centre is busy managing the disaster. We are using our local resources to respond to the event and may need to ask for further help from the Disaster District. We are helping people and/or protecting property.
STANDDOWN	We have the event under control and there is no longer a need to manage or coordinate a response.

Table 3 – Levels of Alert and what they mean

Activation procedures including suggested triggers for activation are included in Sub plan 2 – Activation and Coordination.

Provide Timely Warnings to those who need it.

The following warnings are typically received by Council from the Bureau of Meteorology.

- Severe weather warnings;
- Fire weather warnings;
- Cyclone Watch and Cyclone Warnings; and
- Flood warnings.

These warnings are faxed / emailed automatically to Council Staff and some members of the LDMG.

In addition, specific warnings and alerts may be received from other agencies such as:

- Bushfire Alerts and Warnings from Queensland Fire and Rescue Service
- Health warnings from Queensland Health or Queensland Ambulance Service (heatwave and pandemic)
- Warnings relating to Dam Safety from Sunwater.

Warnings may also be received from the Disaster District or from local landowners or people within the community.

All the above warnings are received by Council and will be provided to the LDMG and the community in a variety of ways including Community Radio, Council Website/Facebook Page, telephone or SMS text message, and/or doorknocking.

The LDMG and / or Council may also issue warnings to the community. These warnings will describe the action we want the community, or part of the community, to take to prepare for or respond to a disaster.

Sub Plan 4 – Public Information and Warnings provides further detail on how warnings and public information will be managed before, during and after a disaster.

The LDMG does not need to be activated in order for warnings to be conveyed to the community. Cherbourg Aboriginal Shire Council will forward warnings as appropriate to the community regardless of the activation status of the LDMG.

A Plan for how we will operate in an event

Once the LDMG have received warnings for which action is needed, they will establish the Objectives (what we need to do) and Strategies (how we are going to do it) for the specific event. These are documented in an Event Operational Plan. The Event Operational Plan is the plan we develop to deal with each specific event at the time of that event. Once developed it is provided to all LDMG Members, the District Disaster Coordinator, key community leaders and all agencies that will contribute to that plan. The LDMG may update the Operational Plan at various times during the event.

The Local Disaster Coordinator is responsible for making sure we implement the Event Operational Plan to achieve the things the LDMG said we need to do.

Coordinate Disaster Operations

Coordination of disaster operations including the managing and reporting of information about the disaster, getting the necessary resources, planning for things we have to do in the future and coordinating which agencies will do what, will be done by a Disaster Coordination Centre established by Council staff supported by relevant

agencies. The Coordination Centre will implement and report on the Operational Plans developed by the Local Group.

Our Primary Coordination Centre is:

Council Offices
22 Barambah Avenue
Cherbourg.

Our Alternate Coordination Centre is: TBA

Further information and procedures guiding us in how we will coordinate disaster operations is contained within Sub Plan 2 – Activation and Coordination.

The hours of operation of the coordination centre and when the LDMG will meet to undertake operational planning, will be decided by the Local Disaster Coordinator based on the size and nature of the event and will be advised at the time of the activation.

Provide support to meet community needs

During disasters, some vulnerable members of the community may need additional support including: medical support, psychological support and relief services. A register of vulnerable people in our community will be kept showing the type of community support they are likely to need in the event of a disaster. Sub Plan 8 – Community Support provides guidance on how we will provide community support in times of disaster.

Timely and Accurate Operational Reporting

The Local Disaster Coordinator is required to keep everyone informed of the situation and how the disaster operation is going. This will be done by providing regular Situation Reports. Procedures for operational reporting are included in the Sub Plan 2 – Activation and Coordination.

Timely Logistics Support

Resources to undertake disaster operations are to be obtained from within the Cherbourg Aboriginal Shire Council area or from outside the Cherbourg local government area under arrangements documented in the Sub Plan 5 – Resources and Logistics. This sub plan details how Cherbourg will seek additional resources when necessary.

Sound Financial Management

During disasters LDMG member agencies will incur costs as part of their response. All LDMG member agencies are responsible for keeping a record of their own costs and applying to have those costs reimbursed, if eligible, through Commonwealth and State

Disaster Funding arrangements. Council will track all expenditure incurred through Council relating to disaster response.

Procedures for the financial management during a disaster are included in the Sub Plan 6 – Financial Management.

Keeping the Community Informed

Keeping the community informed is very important. We will keep the community informed through one or more of the following:

- Town meetings.
- Radio Us Mob 94.1.
- Council’s Web Page.
- Council’s Facebook Page.
- Community Organisations (school, hospital, rehab centre, etc.).
- Community Activities and Events.
- Community leaders.

Managing the media is also important. We must be sure that messages to our community are accurate and consistent. The person who speaks to the media for the community during disasters is the Mayor supported by the Local Disaster Coordinator. Agencies can engage directly with the media about their agency’s operations in response to the disaster if their agency media engagement policies allow it. More information on keeping the community informed is included in Sub Plan 3 – Community Education and Awareness and Sub Plan 4 – Public Information and Warning.

Disaster Sub Plans

Supporting this main plan is a number of Functional Sub Plans contained in a companion Cherbourg Disaster Operating Manual. These sub plans provide more detail for the LDMG and to Council in managing disaster response. They include sub plans to address:

- **Public Information and Warnings.** We need to effectively deliver Warnings and Public Information before, during and after a disaster. Sub Plan 4—Public Information and Warnings tells us how we should do this.
- **Resources and Logistics.** During disasters we may need specialised resources such as helicopters or high clearance vehicles, etc. Sub Plan 5 — Resources and Logistics provide guidance on what resources we may need and how to get them.

- **Financial Management.** Tracking expenditure during disasters is important as we can often get money back from the State or Federal Governments through Disaster Funding Programs. Sub Plan 6 —Financial Management tells us what we need to do to track and claim back our disaster costs.
- **Evacuation and Evacuation Centre Management.** Some disasters may require people to be evacuated and cared for in an Evacuation Centre. Sub Plan 7 —Evacuation and Evacuation Centre Management tells us what we need to do to manage evacuation and support those who have been evacuated.
- **Community Support.** Our community support arrangements are detailed in Sub Plan 8 - Community Support. This sub plan identifies vulnerable members of our community and the support they may need. It also describes the community support organisations and services that may be needed in a disaster.
- **Public Health and Medical Services.** Disasters can affect public health and put pressure on medical services in the Cherbourg Community. Sub Plan 9 — Public Health and Medical Services guides us in making decisions about public health and medical services during a disaster.
- **Impact Assessment.** When disasters strike we need to quickly work out what the impact has been and what we need to do to help people, or protect property. Sub Plan 10 — Impact Assessment outlines the procedures we will follow to assess the impact of an event to guide how we will respond and inform the Recovery arrangements.
- **Resupply.** A disaster may cause the Cherbourg Community to be isolated for a period of time ranging from short periods of a day or two to longer periods of up to two weeks. When this happens the community may not be able to get their normal supplies and disaster resupply arrangements will need to be put in place. Sub Plan 11 — Resupply outlines the processes and procedures to manage resupply. The Sub Plan also identifies important alternate supply routes and how these alternate supply routes are to be managed.

Hazard Specific Sub Plans

We also have developed Hazard Specific Plans which provide guidance on a range of hazards which are managed by specific agencies. These Hazard Specific Sub Plans detail the arrangements between the hazard specific agency and the LDMG to manage specific hazards. They are included in the companion Cherbourg Disaster Operating Manual. They include sub plans for:

- **Bushfire.** Queensland Fire and Rescue Service is the agency responsible for managing bushfires. Sub Plan 13—Bushfire Management and Response outlines

- the responsibilities of Queensland Fire and Rescue Service and the LDMG during Bushfires.
- **Pandemic.** A pandemic is an outbreak of serious illness that is rapidly spread within the population and may cause death. The clinical management of any Pandemic is the responsibility of Queensland Health. Sub Plan 14 — Pandemic Management and Response outlines the responsibilities of Queensland Health and the LDMG in a Pandemic.
 - **Dam Failure.** Sunwater is responsible for the management of the Bjelke Petersen Dam including the maintenance of an Emergency Action Plan detailing arrangements and procedures for any dam failure that may lead to flooding. Sub Plan 15 — Dam Failure outlines the responsibilities of Sunwater and the LDMG in responding to any threat, or potential threat, of the failure of Bjelke Petersen Dam.

Disaster Declarations

Sometimes it is necessary to take action that temporarily removes people's civil liberties to help save lives or to protect property. This may include directing people to evacuate and preventing people from returning if their properties are not safe. In such cases a Declaration of a Disaster Situation is required which provides for specific powers to be applied in a disaster when they are necessary.

Cherbourg Council has no authority to initiate a Declaration of a Disaster Situation. Only the District Disaster Coordinator, Gympie has that authority (or the Premier and the Minister for events affecting the majority of the State). The Chair of the LDMG and the Local Disaster Coordinator may request a declaration if they believe it is needed to save lives and property.

A copy of any Declaration of a Disaster Situation that includes any part of the Cherbourg Aboriginal Shire Council area shall be provided by the Gympie Disaster District to the Chair of the LDMG and the Local Disaster Coordinator as soon as possible after the declaration is made. The Chair and the Local Disaster Coordinator are to make sure that the community, the LDMG and any other stakeholders are made aware of the declaration.

A declaration of a disaster situation does not provide access to disaster funding (see Financial Management Sub Plan).

If powers under a Declaration of a Disaster Situation are invoked, suitable persons may need to be given the authority to exercise declared disaster powers. Guidance on who may act as declared disaster officers is included in *Sub Plan 2- Activation and Coordination*.

Our Recovery Strategy

Scope

Recovery after a major event seeks to ensure the community can be returned back to normal as soon as possible. To be successful recovery needs to balance the four pillars of recovery which are:

- Human Social Recovery
- Infrastructure Recovery
- Economic Recovery and
- Environmental Recovery.

Our Recovery Objectives

In implementing recovery our objectives are to:

- Ensure we address all parts of Recovery in a balanced way,
- Commence the Recovery effort as soon as possible,
- Engage with State and Federal agencies to ensure comprehensive support to the recovery effort,
- Develop plans for Recovery based on the assessment of need, and
- Effectively monitor and manage recovery progress.

We will achieve the objectives above by:

- Activating our Recovery Framework (below) early during the disaster response phase; and
- Appointing a Local Recovery Coordinator to coordinate the local recovery effort.

Recovery Framework for Cherbourg

Recovery after a disaster may involve people from many organisations. Some will be local but many may be from outside of Cherbourg. They include people from various State agencies and those from non-government organisations. We need to ensure that we can manage all these people and their services effectively to meet the needs of Cherbourg. Our plan to make sure the recovery effort is well planned and coordinated is summarised in the following paragraphs. More detail can be found in Sub Plan 11 – Recovery.

- **Local Recovery Coordinator.** The Council’s Chief Executive Officer is appointed the Local Recovery Coordinator. The functions of the Local Recovery Coordinator are detailed in Sub Plan 11– Recovery. The Local

Recovery Coordinator will activate Recovery arrangements as set out in Sub Plan 2 – Activation and Coordination.

- **Local Recovery Group.** A Local Recovery Group will be established to manage the recovery effort. It will be made up of the members of the LDMG plus agreed representatives from State and Federal agencies (as required). State Agencies will likely be those represented at the Gympie Disaster District. The specialized work of each of these agencies will align to the four pillars of recovery: economic, human-social, infrastructure and the environment. The Local Recovery Group may divide into a number of Working Groups to work on specific issues relating to one or more of these four pillars. More detail on the possible structure of the Local Recovery Group and how it will operate is in Sub Plan 11 – Recovery.
- **Recovery Needs Assessment.** Delivering effective recovery requires an understanding of the community’s needs. People may have needs across each of the four pillars of recovery. The primary focus of the Local Recovery Group upon activation is to undertake an analysis of community need and document it.
- **Recovery Operational Plan.** Once the community needs are identified, the Local Recovery Group must plan to meet those needs and will develop a Recovery Operational Plan detailing how this will be done. This plan details – who will do what, the resources necessary; and the timeframes when things need to be done by. The Local Recovery Group then implements that plan.
- **Monitoring and Reporting.** The Local Recovery Group may meet routinely during Recovery operations to ensure plans remain relevant and to monitor progress. The Local Recovery Group may need to meet periodically after recovery operations to ensure long term recovery objectives are achieved. The Local Recovery Group will document these meetings and provide reports to the Gympie Disaster District and other agencies as required.

Transition to Recovery

Transition from Disaster Operations to Recovery is a judgement made by the Local Disaster Coordinator/Local Recovery Coordinator based on advice received from members of the LDMG and the Local Recovery Group.

Usually disaster operations are over when most of the following are true:

- Response agency operations are nearing completion and there is no longer a need to coordinate agencies or response related information.
- The community is largely safe from hazards enabling reconstruction and recovery to begin.
- Utilities are largely restored.
- Access routes to the community are open.
- The majority of displaced persons can return safely to their homes.

Transition from disaster operations to disaster recovery is signalled when the LDMG and the Coordination Centre are stood down and the Local Recovery Coordinator and the Local Recovery Group is activated to Stand Up.

Conclusion

This Disaster Management Plan outlines how we will Prevent, Prepare for, Respond to and Recover from disasters affecting the Cherbourg Aboriginal Community. The plan is a dynamic document that is constantly reviewed and updated. This plan should be read in conjunction with the companion Cherbourg Disaster Operating Manual which contains various sub plans. This plan and the Sub Plans listed below are available on the Council's website. Copies can be obtained from the Cherbourg Aboriginal Shire Council.

Local Disaster Management Sub Plans

1. Business and Governance Arrangements
2. Activation and Coordination
3. Community Disaster Education
4. Public Information and Warnings
5. Resource and Logistics
6. Financial Management
7. Evacuation & Evacuation Centre Management
8. Community Support
9. Public Health and Medical Services
10. Impact Assessment
11. Resupply

12. Recovery
13. Bushfire Management and Response
14. Pandemic Management and Response
15. Dam Failure

Operational Checklists

The Operating Manual also contains a number of General Operational Checklists. These are provided to help the Council, the LDMG and the Community respond to particular disaster events as follows:

1. Storm/Severe Weather/Cyclone;
2. Bushfire;
3. Flooding; and
4. Dam Failure.

More checklists are provided in relevant Sub Plans.

oooOOooo

List of Tables

Table 1 – Members Local Disaster Management Group and Advisors

Table 2 – Hazards that could affect Cherbourg

Table 3 – Levels of Activation and what they mean

List of Maps

Map 1 – Cherbourg Aboriginal Shire Council Boundaries and Location

Annexure Index

- A. LDMG Contact List
- B. Cherbourg Risk Assessment 2012 including Risk Register
- C. AECOM Flood Warning and Mapping Study
- D. Cherbourg and Murgon Shires Natural Disaster Risk Study, 2007

Annexure A – Cherbourg LDMG Contact List

– IN CONFIDENCE –
Not for Public Release

CHERBOURG LDMG CONTACT LIST (as at 30 Jan 2013)

Organisation/ Appointment	Contact Details
Members – Council	
CASC Mayor/ Deputy Mayor	Ken Bone (Mayor) Work: Mobile: 0429 825 508 Home: Email: TBA (Deputy Mayor) Work: TBA Mobile: TBA Home: TBA Email: TBA
CASC CEO	Warren Collins Work: TBA Mobile: 0417 195 175 Home: TBA Email: ceo@cherbourg.qld.gov.au
CASC Manager Local Government and Corporate Services	Peter Fletcher Work: 07 4168 1866 Fax: 07 4168 2727 Mobile: 0431394269 Home: TBA Email: peterf@cherbourg.qld.gov.au
CASC Manager Community Support	Edwina Stewart Work: Mobile: Home: Email:
CASC Manager Economic and Community Development	Sean Nicholson Work: Mobile: 0421 686 880 Home: Email:

Organisation/ Appointment	Contact Details
<p align="center">CASC Works Supervisor</p>	<p>Percy/Laurie Bond? Work: Mobile: 0407 763 265 Home: Email: 'percys@cherbourg.qld.gov.au'</p>
<p align="center">CASC Environmental Health Worker</p>	<p>Patrick Alberts Work: Mobile: 0427 430 821 Home: Email: patricka@cherbourg.qld.gov.au</p>
Members – State Agencies	
<p align="center">Qld Police Service – Police Sergeant</p>	<p>Scott Prendergast Work: 4168 1166 Mobile: TBA Home: Email: Prendergast.Scottj@police.qld.gov.au</p>
<p align="center">Qld Fire and Rescue Service – Area Commander, Kingaroy</p>	<p>Mark Long Work: 4162 7100 Mobile: 0418 789 809 Home: Email: Mark.Long@dcs.qld.gov.au</p>
<p align="center">Qld Ambulance Service Station Officer Murgon</p>	<p>TBA Work: Mobile: Home: Email: QASMurgon.OIC@dcs.qld.gov.au</p>
<p align="center">Emergency Management Queensland Area Director Gympie/South Burnett</p>	<p>Tim Steele Work: Mobile: Home: Email: Tim.Steele@dcs.qld.gov.au</p>
<p align="center">Chair of the Essential Services Group</p>	<p>Clowry Kennell Work: 4169 5928 Mobile: Home: Email: Clowry.Kennell@datsima.qld.gov.au</p>
<p align="center">Cherbourg Hospital</p>	<p>Patrice Jones Work: Mobile:</p>

Organisation/ Appointment	Contact Details
	Home: Email: Patrice_Jones@Health.qld.gov.au
Advisors to the Local Group	
Sunwater	TBA Work: Mobile: Home: Email:
Energex	TBA Work: Mobile: Home: Email:
Radio Us Mob 94.1	TBA Work: Mobile: Home: Email:
Qld Parks and Wildlife	<p>Michael Piper Work: 4160 0780 Mobile: 0439 663 840 Fax: : 4160 0781 Email: michael.piper@nprsr.qld.gov.au</p> <p>Proxies</p> <p>James Haig Operations Manager, South west Region. Toowoomba. james.haig@nprsr.qld.gov.au Ph: 4699 4346. Mobile: 0407 632 311. Fax: 4699 4399.</p> <p>Scott Bolden Ranger, Kingaroy Base scott.bolden@nprsr.qld.gov.au Ph: 4160 0780. Mobile:0417 705 364 Fax: 4160 0781.</p>

Organisation/ Appointment	Contact Details
South Burnett Regional Council	Stan Taylor Work: 4189 9100 Mobile: 0429 635 127 Home: TBA Email: staylor@southburnett.qld.gov.au
Bureau of Meteorology	Severe Weather Meteorologist 3239 8603 (9:00am – 8:30pm between late September and mid April) Senior Meteorologist 3239 8750 (at all other times) Tropical Cyclone Warning Centre 3229 1848 or 07 3239 8780 Flood Warning Centre 3229 2964 or 07 3239 8778

Other Useful Contacts:

Gympie Disaster District: – Not to be released to the public

District Disaster Coordinator	Chris Sang Work: Mobile: Home: Email:	Provide disaster management advice, direction and assistance to Cherbourg Local Disaster Management Group.
Executive Officer	Mick Symes Work: 5480 1412 Mobile: 0447 203 389 Home: Email:	Assist the District Disaster Coordinator

State Disaster Coordination Centre – Watch Desk – Not to be released to the public

Email: sdcc@dcs.qld.gov.au

Phone: 07 3635 2387 – Watch Desk Officer (for Emergency Alerts)

Fax: 07 3357 4682

Annexure B – Cherbourg Risk Assessment (Jan 2013)

[Cherbourg Risk Assessment \(Jan 2013\)](#)

Annexure C – AECOM Flood Mapping and Warning Study

[AECOM Flood Mapping and Warning Study](#)

**Annexure D – Murgon and Cherbourg Shires
Natural Disaster Risk Study 2007**

[Murgon and Cherbourg Shires
Natural Disaster Risk Study 2007](#)