



Cherbourg Local Disaster Management Plan

Version 1.0

Dated: March 2020

The purpose of this plan is to help us:

Prevent and mitigate disasters

Prepare for disasters

Respond to disasters

Recover from disasters



Cherbourg Aboriginal Shire Council

22 Barambah Avenue
Cherbourg, Queensland,
Australia 4605

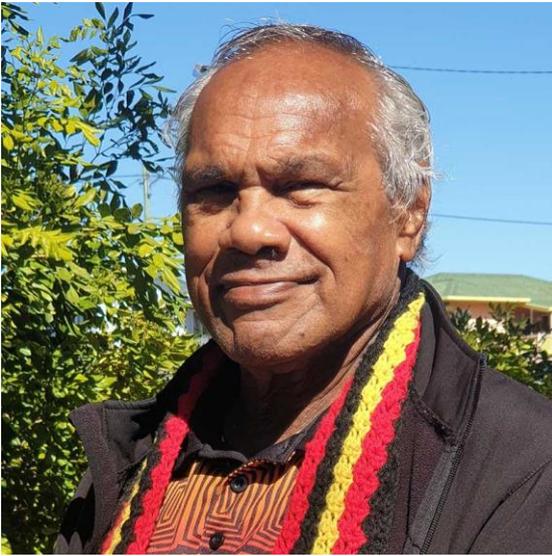
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Foreword



Our community has been hit by disasters before and we will get hit again. The flooding and isolation of our community in 2010/2011 and in 2013 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.



Cr. Arnold Murray
Mayor

Authority to Plan

This Local Disaster Management Plan has been prepared by the Cherbourg Local Disaster Management Group under the provisions of Section 57(1) of the Disaster Management Act 2003.

Approval by Local Disaster Management Group

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.

Cr. Arnold Murray
Chair
Cherbourg Local Disaster Management Group

Date:

Endorsement by Council

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

Cr. Arnold Murray
Mayor
Cherbourg Aboriginal Shire Council

Date:

Amendments and Review

This Local Disaster Management Plan will be reviewed at least annually 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 Cherbourg Aboriginal Shire Council on behalf of the Local Disaster Management Group.

Document Control

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

Cherbourg Local Disaster Coordinator, Cherbourg Aboriginal Shire Council, 22 Barambah Avenue Cherbourg 4605

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

Amendment Register

Amendment		Plan Updated	
Version	Issue Date	Author	Reason for Change
1.0	January 2013		Last updated version
2.0	March 2020	Warren Bridson Consulting	Reviewed and redeveloped from the existing Local Disaster Management Plan into a more user friendly, easily understood and contemporary document usable by the Local Disaster Management Group to guide them in disaster management.

Distribution

The Cherbourg 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 Cherbourg Aboriginal Shire Council website for the public to view.

1. INTRODUCTION

1.1. Overview of Cherbourg Aboriginal Shire Council Area

Geography

The Cherbourg Aboriginal Shire Council is located 375km North West of Brisbane. The area of Cherbourg covers 3,130 hectares DOGIT land and is within Wakka Wakka tribal boundaries and bordering onto Gubbi Gubbi (Kabi Kabi) territory to the east. Cherbourg is 7 kilometres from Murgon.

Land

The topography of the Cherbourg Aboriginal Shire Council consists of undulating grazing and timbered country with some river flats along Barambah Creek.

Barambah Creek

Barambah Creek flows from the Bjelke-Petersen dam through the Cherbourg Aboriginal Shire Council area, passing to the north east and close to the Cherbourg community.

Climate and Weather

Climate	mild, Temperate
Average Summer Temperature	22 - 28°C
Average Winter Temperature	14 - 21°C
Average Yearly Rainfall	1,100 millimetres
Storm Season	December to March
Wildfire Threat	September to February

Population

Population (at 2016)	1249
Median age	21 years
Household size	4.37 persons
Projected forecast 2031	1700

Demographics

Cherbourg Aboriginal Shire Council area - Total Persons

2016		
Service age group (years)	Number	%
(0 to 4)	175	14
(5 to 9)	146	11.7
(10 to 14)	141	11.3
(15 to 19)	134	10.7
(20 to 24)	122	9.7
(25 to 29)	85	6.8
(30 to 34)	61	4.9
(35 to 39)	72	5.8
(40 to 44)	69	5.5
(45 to 49)	67	5.4
(50 to 54)	52	4.2
(55 to 59)	59	4.7
(60 to 64)	23	1.8
(65 to 69)	24	1.9
(70 to 74)	10	0.8
(75 to 79)	4	0.3
(80 to 84)	3	0.2
(85 and over)	5	0.4
Total	1249	100

2. GOVERNANCE

2.1. Overview

Our Disaster Management Plans have been developed in two parts – this Local Disaster Management Plan and supporting Manuals, Procedures and Check Lists.

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 Local Disaster Management Plan is supported by a number of Operations Manuals, Procedures and Check Lists.

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 documents are part of the Cherbourg Disaster Management Plan and are held by Council.

2.2. Purpose of This Plan

The purpose of this plan is to ensure the consistent approach to disaster management by the establishment of procedures for the management of disasters in the Cherbourg Aboriginal Shire area.



2.3. Our Disaster Management Objective

Our Disaster Management Objective is to ensure the safety and wellbeing 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.

2.4. Our Disaster Management Priorities

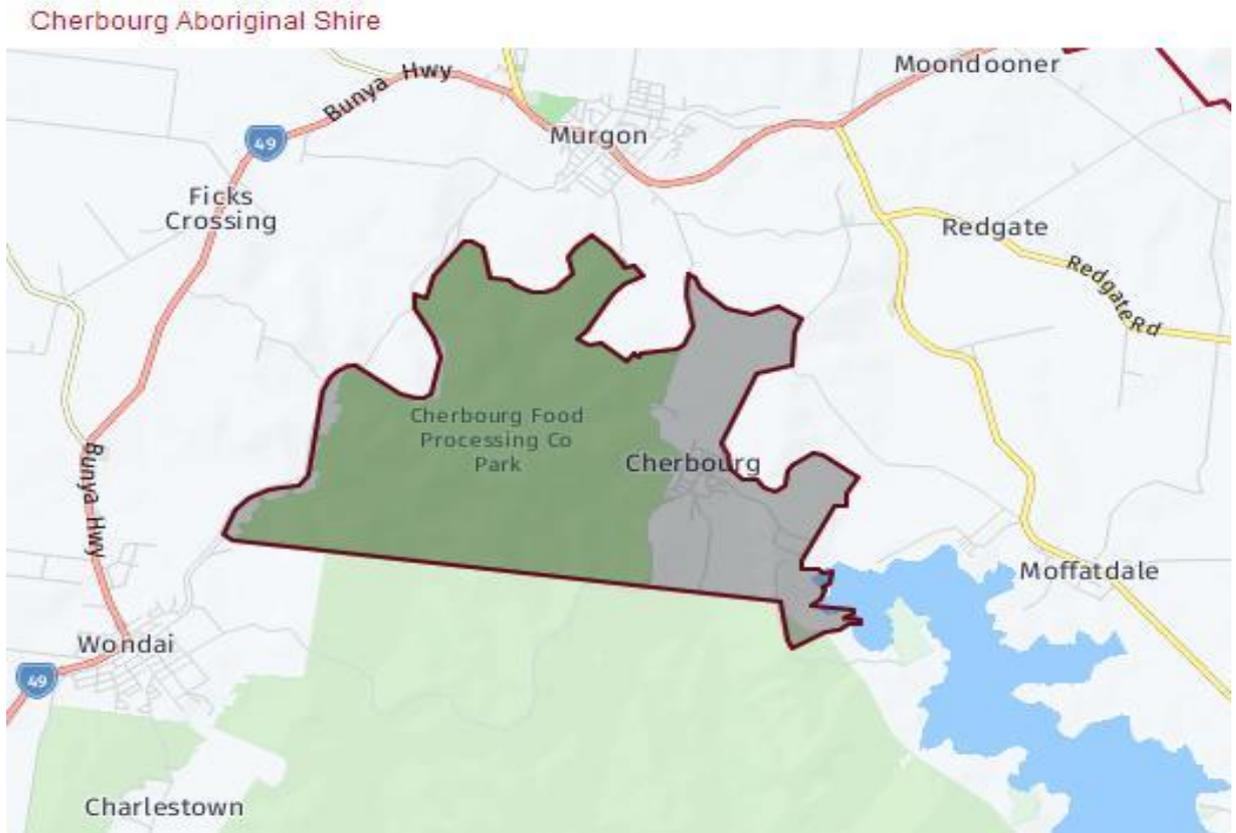
When making decisions about disaster management the following priorities will be applied:

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

2.5. 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



2.6 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 District Disaster Coordinator.

The purpose of the Council internal review is to ensure that the plan and operations manuals remain up to date, relevant and effective. The purpose of the external review is to make sure we meet the legislation, policy, plans and guidelines. The results of any review are to be noted in the Amendment Register on page 6.

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. The details and results of these exercises are to be noted in the table below.

Date of Exercise	Exercise Conducted By	Type of Exercise	What documents required amendments

2.7 Strategic Policy Statement

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

2.7.1. 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.

2.7.2. 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.

2.7.3. Our plan is based on assessment of risk

We looked at all the disaster events that could happen in Cherbourg. By analysing how disaster events 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.

2.7.4. 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.

2.7.5. 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 event, including how to make the community better prepared.

2.7.6. 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.

2.7.7. 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.

2.7.8. 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.

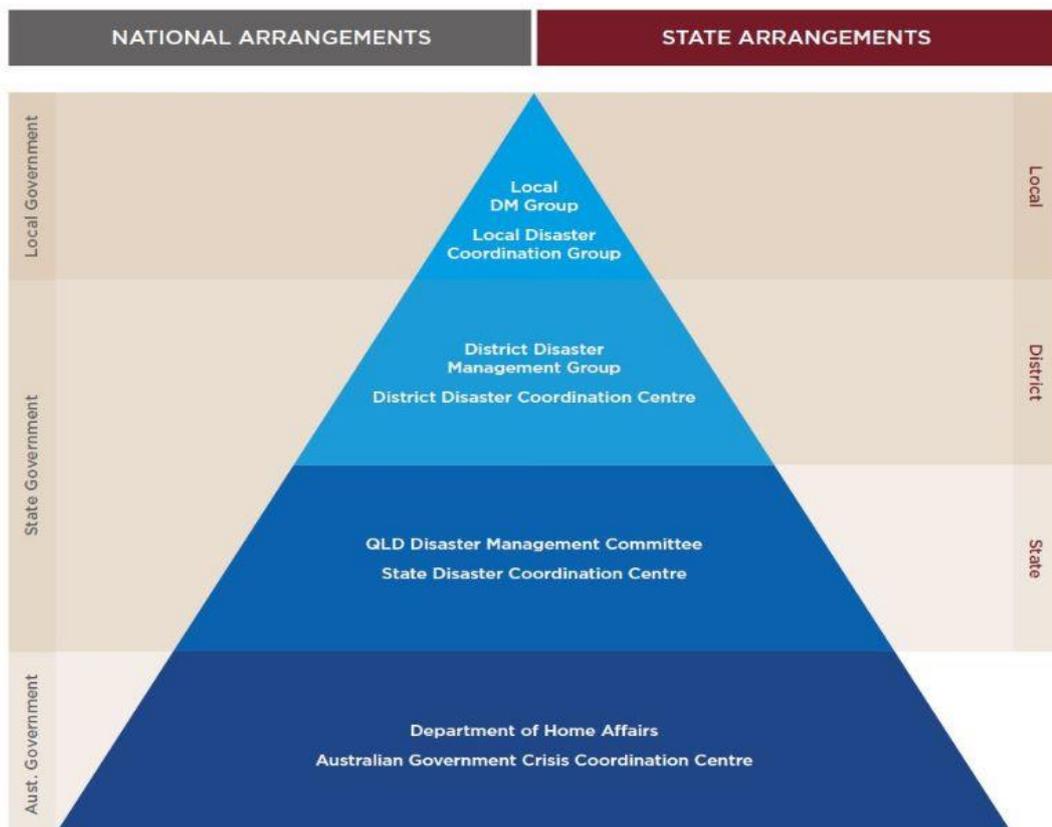
2.8. Managing Disasters - How it works in Queensland

The Queensland Disaster Management System is made up of Disaster Management Groups and Disaster Coordination Centres at Local, District and State. The Australian Government also provides support to the State.

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 develop, 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 disaster events and prepare the community for various things that could happen such as storms, bushfires and floods 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 Australian Government will help.



3. LOCAL DISASTER MANAGEMENT GROUP

3.1. Establishment of the LDMG

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 event and our recovery after a disaster.

3.2. 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 operations manuals.
- 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 disaster events 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.

3.3. 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 Annexure 6:).

3.4. Chair and Deputy Chair

The LDMG Chairperson is an elected representative (Councillor) of the Cherbourg Aboriginal Shire Council.

Council has appointed an elected member as Deputy Chairperson of the LDMG.

3.5. Local Disaster Coordinator

The Cherbourg Aboriginal Shire Council has appointed the Chief Executive Officer as the Local Disaster Coordinator as per Section 35 of the Disaster Management Act 2003.

The LDC 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.

3.6. Members of the Local Disaster Management Group and Advisors

Core Members – make the decisions	
Council	State Government
<ul style="list-style-type: none"> • Mayor (Chair) • Deputy Mayor (Deputy Chair) • Chief Executive Officer (Local Disaster Coordinator) • Manager Corporate Services • Manager Community Services • Manager Economic and Community Development • Operations Manager • Works Supervisor • Environmental Health Officer 	<ul style="list-style-type: none"> • Cherbourg Police Sergeant • Area Commander South Burnett, QFES • Station Officer, Murgon QAS • Emergency Management Coordinator, QFES North Coast Region • Department of Communities, Disability Services and Seniors • Cherbourg Hospital Director of Nursing • Queensland Health • Department of Aboriginal and Torres Strait Islander Partnerships • Chair of the Essential Services Group
Advisors – provide advice to the members of the LDMG	
<ul style="list-style-type: none"> • Sunwater – for issues with Bjelke Petersen Dam • Ergon – for power supply issues affecting Cherbourg • Radio Us Mob 94.1 – for assistance in public information and education • Education Queensland – for advice regarding school closures and use as evacuation centre • Blue Care – for assistance about care of the elderly and vulnerable people • QFES – Community Engagement Officer to support development and implementation of Community Education and Awareness programs and community messaging 	

3.7. 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 LDMG has a legislated requirement to conduct a formal meeting at least twice each year.

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 Cherbourg LDMG.

3.8. Members Roles and Responsibilities

LDMG Role	LDMG Responsibilities
Chairman	<ul style="list-style-type: none"> • 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 of its function
Deputy Chairman	<ul style="list-style-type: none"> • Act in the role of Chairman when required
Local Disaster Coordinator (LDC)	<ul style="list-style-type: none"> • Coordination of disaster operations of the LDMG 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
Cherbourg Aboriginal Shire Council	<ul style="list-style-type: none"> • Provide resources to assist with community preparedness/ awareness • Provide personnel, equipment and materials for response • Provide and staff a Local Disaster Coordination Centre • Consider programs for community risk reduction
Queensland Police Service	<ul style="list-style-type: none"> • Prevention and investigation of crime, security of any site, traffic and crowd management • Coordination of search and rescue • Traffic management of evacuation operations • Coronial investigation procedures • Security of evacuation areas
Queensland Fire and Emergency Service (urban and rural)	<ul style="list-style-type: none"> • Fire control and prevention • Swift water rescue, flood rescue • Assist in clean-up of flood affected buildings • Management of hazardous material situations • Policy advice about QLD disaster management • Coordination of the State Emergency Service • Coordination of disaster management training • Assist preparedness programs and community messaging
Queensland Health	<ul style="list-style-type: none"> • Coordination of medical resources • Public Health warnings to the community • Psychological counselling services for disaster affected persons • Manage hospital emergency • Provide advice about health related threats • On-going medical and health services required during the recovery period to preserve the general health of the community
Queensland Ambulance Service	<ul style="list-style-type: none"> • Assessment, treatment and transportation of injured persons • Assistance with evacuation (for medical emergencies) • Provision of advice regarding medical special needs persons in the community
Ergon	<ul style="list-style-type: none"> • To give advice on specific power supply related issues

LDMG Role	LDMG Responsibilities
Education Queensland	<ul style="list-style-type: none"> To give advice on specific issues relating to schools and use of Education Queensland infrastructure
Department of Communities, Disability Services & Seniors	<ul style="list-style-type: none"> Provide human and social recovery information and resources Liaise with the Local Recovery Chairperson and provide: <ul style="list-style-type: none"> Administration of SDRA and DRFA financial relief measures for eligible individuals Purchase of extraordinary human and social recovery services Establishment of multi-agency recovery hubs and recovery outreach teams
Department of Aboriginal and Torres Strait Islander Partnerships	<ul style="list-style-type: none"> Provide critical advice on issues and needs of Cherbourg Community Expert advice about supply of food and possible infrastructure needs Provide updates and information on the state of the Cherbourg Community
Essential Services Group	<ul style="list-style-type: none"> Provide a liaison between the LDMG and the ESG Assist with community programs for disaster awareness Participate in any recovery operations regarding services

3.9. LDMG Business and Meetings

The 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.

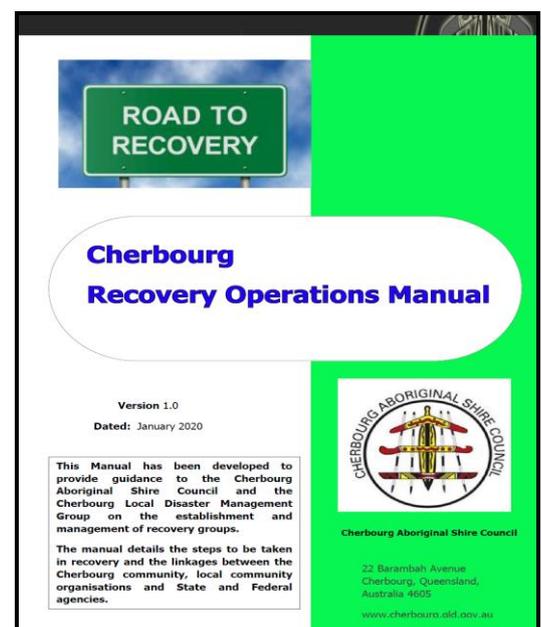
3.10. Local Recovery Group

A Local Recovery Group may be formed if required to assist the Local Disaster Management Group and the Essential Services Group to identify and assess the needs of disaster affected individuals and families and manage the recovery efforts.

3.11. Reporting

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

- The Commissioner, Queensland Fire and Emergency Services and
- The chairperson for the Gympie District Disaster Management Group



4. DISASTER RISK ASSESSMENT

4.1. About Cherbourg

The Cherbourg community has many unique features that make it vulnerable to disaster events. These include its location and demographics. The Risk Assessment considers what could happen and how it might affect us.

4.2. 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 can be quickly isolated from other locations to reduce the spread of any pandemic however the close knit family groups and compact community may make it difficult to stop the spread of any pandemic that does reach the community.
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.
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 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.

See the 2020 Cherbourg Disaster Risk Management Manual for more detail on the extent, frequency, severity/intensity/time onset and anticipated duration of these hazards.

4.3. Risk Assessment & our Risk Register

The Risk Assessment for Cherbourg is part of the Disaster Risk Management Manual. 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.

4.4. Summary of Major Disaster Risks to Cherbourg Community

The following is a summary of the major disaster risks to the Cherbourg Community:

- **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.

4.5. Risk Studies

The risk assessment for the Cherbourg Community is founded on two major studies:

- The Murgon and Cherbourg Shires - Natural Disaster Risk Management Study, 2007; and
- The AECOM Cherbourg Flood Mapping and Warning Study, 2012

The 2007 Risk Study provides a sound analysis of hazards and risks and the AECOM Flood Mapping and Warning Study 2012 provides detailed mapping and analysis of the flood risk to Cherbourg.

4.5. Making sure the Disaster Risks are managed

The risk register, which is part of the Disaster Risk Management Manual, 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 to make sure progress is being made in managing disaster risks. If anything changes in the community, the LDMG 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 District Disaster Management Group for their support.

5. OUR PREVENTION AND PREPAREDNESS STRATEGY

5.1 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

5.2. 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.

5.3. 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 Assessments.

5.4. 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 disaster events. The community will be provided regular community messages about how to become disaster ready. These community messages and awareness activities will 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

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

The LDMG will assist Council in developing and implementing an Annual Community Education and Awareness Program outlining the activities and community messaging required to increase awareness and resilience in the community for the next 12 months. Each annual Community Education and Awareness Program is managed by the Council on behalf of the LDMG Group.

The Cherbourg Key Message for disaster management is:

‘Get Ready Cherbourg’

5.5. Knowing what to do

All members of the LDMG are required to do training 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 Queensland Fire and Emergency Services (QFES). Other members of the community or supporting agencies can also benefit from some disaster management training to assist in “Get Ready Cherbourg”.

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

5.6. 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. The exercise should be conducted before the start of the high risk season

The purpose of the exercise is to practice the response procedures within the Local Disaster Management Plan. 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.

5.7. 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 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 any identified amendments made to this plan and supporting documents.

6. OUR RESILIENCE STRATEGY

6.1. Role of Cherbourg Aboriginal Shire Council

The Cherbourg Aboriginal Shire Council and the Local Disaster Management Group play a primary role in building the community's resilience. This included ensuring exposure to hazards is reduced through suitable planning and building community understanding of all hazards and risks.

6.2. Role of Individuals

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 the community.

Personal resilience will contribute to building community resilience.

6.3. Climate Change Adaptation

Climate change predictions indicate that the Cherbourg Community may experience more frequent heatwaves, increased likelihood of wildfires and more intense periods of heavy rains and severe storms.

The Cherbourg Aboriginal 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. OUR RESPONSE STRATEGY

7.1. 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.

7.2. Early Activation

We will activate our LDMG and our Local Disaster Coordination Centre (LDCC) early 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 District Disaster Management Group. 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 the following table.

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.

7.3. 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 Warnings
- Flood warnings.

These warnings are provided 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 Emergency Services
- Health warnings from Queensland Health or Queensland Ambulance Service
- Warnings relating to Dam Safety from Sunwater.

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

All these warnings are received by Council and will be provided to the LDMG and the community in 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 to take to prepare for or respond to a disaster.

The Information and Warnings Operations Manual provides further detail on how warnings and information will be managed before, during and after a disaster event.

The LDMG does not need to be activated in order for warnings to be conveyed to the community by the Cherbourg Aboriginal Shire Council.

7.4. A Plan for how we will operate in an event

Once the LDMG has received warnings for which action is needed, they will establish **what we need to do** and **how we are going to do it** for the specific event. These procedures are documented in the Operations Manuals which we developed for the functions that the LDMG may have to carry out.

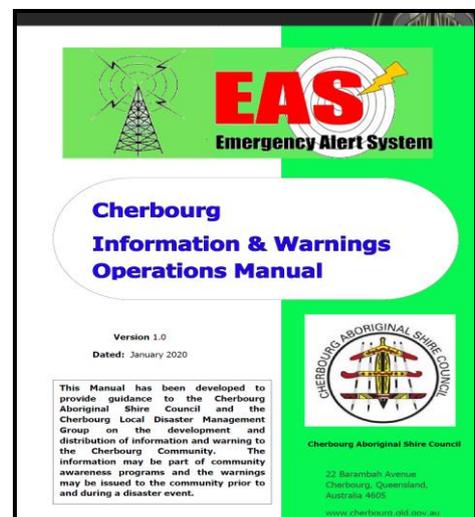
The Local Disaster Coordinator is responsible for making sure we implement the Operations Manuals to achieve the things the LDMG said we need to do.

7.5. Keeping the Community Informed

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
- Community Activities and Events
- Community leaders
- State websites – BoM, QFES, QPS

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.



7.6. Coordinate Disaster Operations

Coordination of disaster operations including the managing and reporting of information about the disaster event, 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 Local Disaster Coordination Centre established by Council staff supported by relevant agencies. The Local Disaster Coordination Centre will implement the procedures developed by the Local Group for the functions that may need to be carried out.

Our Primary Coordination Centre is:

Council Offices
22 Barambah Avenue
Cherbourg.

Our Alternate Coordination Centre is:

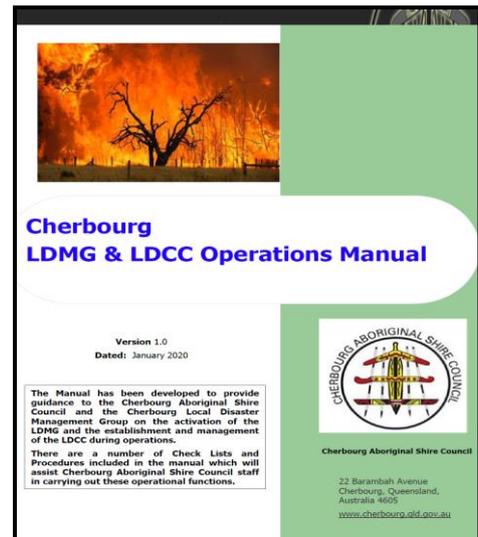
Cherbourg Sports Complex
Collins Road
Cherbourg

Further information and procedures guiding us in how we will coordinate disaster operations is contained within the LDMG & LDCC Operations Manual.

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.

7.7. 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.



7.8. 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 Standard Operating Procedures for the Local Disaster Coordination Centre.

7.9. 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 by seeking assistance and support from the Gympie District Disaster Management Group.

7.10. Sound Financial Management

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 by Council relating to any disaster response.

7.11. Declaration of Disaster Situation

Sometimes it is necessary to take authorised actions 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.

Only the District Disaster Coordinator, Gympie has the authority (or the Premier and the Minister for events affecting the majority of the State) to initiate a Declaration of a Disaster Situation. 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 District Disaster Coordinator 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.

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.

7.12. Operations Stand Down

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 the response related information
- The community is largely safe from hazards enabling reconstruction and recovery to begin
- Recovery Groups have been established
- Utilities are largely restored
- Access routes to the community are open
- The majority of displaced persons can return safely to their homes.

8. OPERATIONS MANUALS

8.1. Manuals

Supporting this main plan is a number of Operations Manuals that provide more details for the LDMG and Council in managing disaster response. They include manuals to address:

Information and Warnings.

We need to effectively deliver Information and Warnings before, during and after a disaster. This manual tells us how we should do this.

Evacuation and Evacuation Centre Management.

Some disasters may require people to be evacuated and cared for in an Evacuation Centre. The Evacuation and Evacuation Centre Operations Manual tells us what we need to do to manage evacuation and support those who have been evacuated.

Public Health and Medical Services.

Disasters can affect public health and put pressure on medical services in the Cherbourg Community. The Public Health Operations Manual guides us in making decisions about public health and medical services during a disaster.

Damage Assessment.

The Damage Assessment Operations Manual outlines the procedures we will follow to assess the impact of an event to guide how we will respond and inform Recovery arrangements.

8.2. Procedures

Operating Procedures have been written for the operations and management of the Local Disaster Coordination Centre (LDCC). This Operations Manual outlines how we will set up and manage the LDCC prior to, during and after any disaster event.

8.3. Hazard Specific Operations Manuals

We also developed Hazard Specific Operations Manuals which provide guidance on a range of hazards which are managed by specific agencies. These hazard specific manuals detail the arrangements between the agency and the LDMG to manage the hazards.

Bushfire Support

Queensland Fire and Emergency Services is the agency responsible for managing bushfires. The Bushfire Support Operations Manual outlines the responsibilities of the LDMG to support QFES during bushfires.

Pandemic

The clinical management of any pandemic is the responsibility of Queensland Health. The Pandemic Operations Manual outlines the responsibilities of the LDMG in supporting Queensland Health during 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. The Dam Failure Operations Manual outlines the responsibilities of the LDMG in responding to any threat of failure of Bjelke Petersen Dam.

8.4. Operational Check Lists

A number of Check Lists have been developed to assist the LDMG in the conduct of disaster operations. These documents consist of check lists and task sheets that can be easily understood and used to quickly carry out urgent tasks.

8.5. Hazard Specific Agencies

Hazard	Lead Agency
Cyclone	Cherbourg Aboriginal Shire Council
Earthquake	Cherbourg Aboriginal Shire Council
East Coast Low	Cherbourg Aboriginal Shire Council
Fire rural	Queensland Fires and Emergency Services
Fire urban	Queensland Fires and Emergency Services
Flood	Cherbourg Aboriginal Shire Council
Heat Wave	Queensland Health
Insect and vermin plague	Cherbourg Aboriginal Shire Council
Landslip	Cherbourg Aboriginal Shire Council
Dam failure	Sunwater (Dam Operator)
Pandemic	Queensland Health
Plant or animal disease	Department of Primary Industries and Fisheries
Search and Rescue	Queensland Police Service
Severe Storms	Cherbourg Aboriginal Shire Council
Telecommunication / widespread power failure	Service Provider
Tornado	Cherbourg Aboriginal Shire Council

9. OUR RECOVERY STRATEGY

9.1. Overview

Recovery seeks to ensure the community can be returned back to normal as soon as possible. To be successful recovery needs to balance the four recovery functions which are:

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

9.2. 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.

9.3. 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.

9.4. 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 the Recovery Operations Manual.

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 the Recovery Operations Manual. The Local Recovery Coordinator will activate Recovery arrangements as set out in the manual.

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) and local service organisations. State Agencies will likely be those represented in the Gympie District Disaster Management Group. The specialized work of each of these agencies will align to the four recovery functions:

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 the Recovery Operations Manual.

ANNEXURE 1: DISTRIBUTION LIST

Document Number	Title	Organisation
1	LDMG Chairperson	Cherbourg Aboriginal Shire Council
2	LDMG Dept. Chairperson	Cherbourg Aboriginal Shire Council
3	Local Recovery Group Chairperson	Cherbourg Aboriginal Shire Council
4	Local Disaster Coordinator	Cherbourg Aboriginal Shire Council
5	Chief Executive Officer	Cherbourg Aboriginal Shire Council
6	Manager, Corporate Services	Cherbourg Aboriginal Shire Council
7	Manager, Community Services	Cherbourg Aboriginal Shire Council
8	Manager, Economic and Community Services	Cherbourg Aboriginal Shire Council
9	Operations Manager	Cherbourg Aboriginal Shire Council
10	Works Supervisor	Cherbourg Aboriginal Shire Council
11	Environmental Health Officer	Cherbourg Aboriginal Shire Council
12	Chair – Essential Services Group	Cherbourg Aboriginal Shire Council
13	District Disaster Coordinator	Queensland Police Service
14	District Disaster Executive Officer	Queensland Police Service
15	OIC Police – Murgon	Queensland Police Service
16	OIC Police – Cherbourg	Queensland Police Service
17	Area Commander South Burnett	Queensland Fire & Emergency Services
18	Emergency Management Coordinator	Queensland Fire & Emergency Services
19	Community Engagement Officer	Queensland Fire & Emergency Services
20	Station Officer - Murgon	Queensland Fire & Emergency Services
21	Station Officer – Cherbourg	Queensland Fire & Emergency Services
22	Cherbourg Hospital - DON	Queensland Health
23	Central Qld. Region – Hervey Bay	Department of Aboriginal and Torres Strait Islander Partnerships
24	Station Officer Murgon	Queensland Ambulance Service
25	Manager, Gympie	Department Communities, Disabilities Services and Seniors
26	Manager, Gympie	Queensland Health
27	Manager - Murgon	Ergon Energy
28	Regional Representative	Red Cross
29	Regional Director - Maryborough	Education Queensland
30	Principal Cherbourg State School	Education Queensland
31	Blue Care Elders Village - Cherbourg	Blue Care
32	Local Controller – Murgon SES	State Emergency Service

ANNEXURE 2: ABBREVIATIONS

ADF	Australian Defence Force
AEP	Annual Exceedance Probability (expressed as a %)
AIIMS	Australasian Inter-service Incident Management System
ARI	Annual Recurrence Interval (expressed as a ratio)
BOM	Bureau of Meteorology
BSA	Building Services Authority
CALD	Culturally and Linguistically Diverse
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
DMO	Disaster Management Officer
DRFA	Disaster Recover Funding Arrangements (replaces NDRRA)
DCDSS	Department of Communities, Disability Services and Seniors
EA	Emergency Alert
EHO	Environmental Health Officer
EMA	Emergency Management Australia
CASC	Cherbourg Aboriginal Shire Council
GH	Gauge Height (All BOM datum reported in GH unless otherwise stated)
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
LRG	Local Recovery Group (formally committee)
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 Service
QH	Queensland Health
QPS	Queensland Police Service
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
SMEAC	Situation, Mission, Execution, Administration, Command
SOP	Standard Operating Procedures
SPP	State Planning Policies
SRC	State Recovery Coordinator

ANNEXURE 3: 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
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, Disability Services and Seniors 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 Cherbourg Aboriginal Shire Council
Critical Infrastructure	Water Supply, Power Supply, Sewage Treatment, Communications, Waste Service, Drainage, Road, 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 (<i>Disaster Management Act 2003</i>)
Event	<ul style="list-style-type: none"> • 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 <p>An event may be natural or caused by human acts or omissions. (<i>Disaster Management Act 2003</i>)</p>
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. (<i>Bureau of Meteorology</i>)
Flood	A flood occurs when water inundates (covers) land that is normally dry (<i>Bureau of Meteorology</i>)
Hazard	A source of potential harm, or a situation with a potential to cause loss (<i>Emergency Management Australia, 2004</i>)
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.

Response	Actions taken in anticipation of, during and immediately after, a disaster to ensure its effects are minimised (Australian Emergency Management Glossary, 1998).
Risk	<p>Effect of uncertainty on objectives</p> <p>NOTE 1 An effect is a deviation from the expected – positive and/or negative.</p> <p>NOTE 2 Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product and process).</p> <p>NOTE 3 Risk is often characterised by reference to potential events and consequences, or a combination of these.</p> <p>NOTE 4 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.</p> <p>NOTE 5 Uncertainty is the state, even partial, of deficiency of information related to, understanding or knowledge of an event, its consequence, or likelihood.</p> <p>[AS/NZS ISO 31000:2009]</p>
Risk Management	Coordinated activities to direct and control a community or organisation with regard to risk. [AS/NZS ISO 31000:2009]
Serious disruption	<p>One or more of the following occurring as a result of an event:</p> <ul style="list-style-type: none"> • Loss of human life, or illness or injury to humans; • Widespread or severe property loss or damage; • Widespread or severe damage to the environment (Disaster Management Act 2003)
Severe Storm	<p>A storm which produces:</p> <ul style="list-style-type: none"> • 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 <p>(Bureau of Meteorology)</p>
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. (Bureau of Meteorology)
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).

ANNEXURE 4: LOCAL DISASTER MANAGEMENT OPERATIONS MANUALS

1. Information and Warnings
2. LDMG & LDCC Operating Procedures
3. Evacuation & Evacuation Centre Management
4. Public Health
5. Damage Assessment
6. Recovery
7. Bushfire Support to QFES
8. Pandemic Response and support to Queensland Health
9. Dam Failure Response

Annexure 5: Local Disaster Management Group Contact List (Not for release)

Organisation/ Appointment	Contact Details
Members - Council	
CASC Mayor/ Deputy Mayor	<p>Arnold Murray (Mayor) Work: 07 4168 1866 Mobile: 0459 443 995 Email: mayor@cherbourg.qld.gov.au</p> <p>Elvie Sandow (Deputy Mayor) Work: 07 4168 1866 Mobile: 0474 475 716 Email: elvies@cherbourg.qld.gov.au</p>
CASC CEO	<p>Chatur Zala Work: 07 4168 1866 Mobile: 0432 103 515 Home: 07 4168 1573 Email: ceo@cherbourg.qld.gov.au</p>
CASC Manager Corporate Services	<p>Samuel Murray Work: 07 4168 1866 Mobile: 0436 852 355 Email: samm@cherbourg.qld.gov.au</p>
CASC Manager Community Support	<p>Edwina Stewart Work: 07 4168 1866 Mobile: 0439 024 516 Email: edwinas@cherbourg.qld.gov.au</p>
CASC Manager Economic and Community Development	<p>Sean Nicholson Work: 07 4168 1866 Mobile: 0421 686 880 Home: 07 4168 3297 Email: business@cherbourg.qld.gov.au</p>
CASC Works Supervisor	<p>Lindsay Bligh Work: 07 4168 2554 Mobile: 0401 579 985 Email: lindsayb@cherbourg.qld.gov.au</p>
CASC Environmental Health Worker	<p>Jackson Cobbo Work: 07 4168 2554 Mobile: 0436 684 693 Email: ehm@cherbourg.qld.gov.au</p>

Members – State Agencies	
Qld Fire and Emergency Services	Mobile: 0457 750 288 Email: peter.harkin@qfes.qld.gov.au
Qld Police Service – Police Sergeant	Work: 07 4179 5555 Mobile: 0428 190 573 Email: Cherbourg.station@police.qld.gov.au
Qld Ambulance Service Station Officer Murgon	Work: Mobile: Email:
Chair of the Essential Services Group	Work: Mobile: Home: Email:
Cherbourg Hospital	Work: 07 4169 8800 Mobile: 0429 899 380 Email: Tarita.Fisher@health.qld.gov.au
Cherbourg State School	Work: 07 4169 9333 Mobile: Email: principal@cherbourgss.eq.edu.au
Advisors to the Local Group	
Sunwater	Work: 07 3120 0000 Email: Brisbane@sunwater.com.au
Ergon	Work: 1300 135 210 Email haileigh.mckeown@ergon.com.au
Radio Us Mob 94.1	Work: 07 4168 2080 Mobile: 0400 282 782 Email: manager@cherbourgradio.com.au
BlueCare Aged Care Facility	Work: 07 4168 2699 Email: residentialcare@bluecare.org.au
QFES Regional Community Engagement Officer	Work: 52934205 Mobile: 0417437219 Email: Julie.bruynius@qfes.qld.gov.au
District Disaster Coordinator	Work: Mobile: Email:
District Disaster Executive Officer	Work: Mobile: Email: algie.paulA@police.qld.gov.au
State Disaster Coordination Centre – Watch Desk	Phone: 3635 2387 Email: SDCC@qfes.qld.gov.au

ANNEXURE 6: 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 Cherbourg Local Disaster Management Group (LDMG).

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, Cherbourg Aboriginal Shire Council, 22 Barambah Avenue, Cherbourg, Q 4605 as soon as possible.

Should you require any further information, please contact the Chief Executive Officer, Cherbourg Aboriginal Shire Council.

Yours sincerely

Local Disaster Coordinator
Cherbourg Aboriginal 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 (LDMG) <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
 Queensland Fire and Emergency
 Services
 GPO Box 1425
 BRISBANE QLD 4001

and

<Insert Rank and Name>
 Chairperson
 <Insert Disaster District>
 District Disaster
 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
 Queensland Fire and Emergency
 Services
 GPO Box 1425
 BRISBANE QLD 4001

and

<Insert Rank and Name>
 Chairperson
 <Insert District> District Disaster
 Management Group
 <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 (DDMG) 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 7: ANNUAL DISASTER MANAGEMENT REPORT

Cherbourg Local Disaster Management Group Annual Disaster Management Status Report

to the
Gympie District Disaster Coordinator
and the
Gympie District Disaster Management Group

<Insert Date & Year of Report>

1. MEMBERSHIP OF LDMG

Include updates to the membership of the LDMG and any general comments. Include a list of member contact details as an annexure.

2. MEETINGS OF LDMG

LDMG meeting frequency

Include adopted meeting frequency, dates of meetings during previous financial year and any scheduled dates for next financial year.

3. RISK MANAGEMENT / MITIGATION

Natural Disaster Resilience Program

Include information regarding the current status of any major projects or studies undertaken or completed as part of the NDRP.

Mitigation planning

Insert information regarding disaster mitigation planning, including date of adoption by council (if required) and summary of risks addressed, etc.

Summarise identified mitigation measures/treatment options and timelines.

Summarise any identified impediments to the implementation of mitigation measures – funding, resourcing issues, responsibility, etc.

4. INTEGRATION WITH BUSINESS PLANNING

Summarise how disaster management is being integrated with the overall business of the organisation, including the incorporation of disaster management issues with other strategic and operational planning arrangements.

5. LOCAL DISASTER MANAGEMENT PLAN

Plan review and assessment

Insert summary of review process and date/s of internal review and/or District assessment.

Amendments

Insert summary of review and/or assessment findings and actions taken or agreed commitments.

6. OPERATIONAL ISSUES

Readiness status

Insert general comment regarding status of operational readiness, staff availability and resourcing levels of the Local Disaster Coordination Centre and the impacts on operations (if any).

Operations conducted

Briefly summarise any operational involvement

Remedial action

Outline any proposed actions/improvements resulting from operational activity

7. TRAINING and DEVELOPMENT

Training conducted

Insert brief details of any training undertaken or conducted

Identified training needs

Insert brief details of any training that has been identified as being required, including suggested dates.

8. EXERCISES

Exercises conducted

Insert brief details of any exercises conducted

Remedial action

Outline any major proposed actions/improvements resulting from lessons learned

Proposed exercises

Insert details of any exercises that are proposed or currently under development, including suggested dates, etc.

9. COMMUNITY AWARENESS and EDUCATION

Public awareness activities conducted

Insert details of any public awareness/education activities conducted.

Proposed public awareness activities

Insert details of any public awareness/education activities that are proposed or currently under development, including suggested dates, etc.

10. SIGNOFF and APPROVAL

Status report completed by:

Local Disaster Coordinator

Date

Status report approved by:

Chair, Local Disaster Management Group

Date