Cook Shire
COUNCIL

2019 - 2020

Local Disaster Management Plan

COOK LDMG
DISASTER MANAGEMENT SYSTEM

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

Portfolio No.	Portfolio Description	Status
Portfolio A1	Disaster Management Arrangements	Complete
Portfolio A2	Disaster Coordination Centre Activation Plan	Complete
Portfolio A3	Public Information & Warnings Plan	Complete
Portfolio A4	Evacuation Plan	Complete
Portfolio A5	Activation of Local Disaster Management Group	Complete
Portfolio A6	Evacuation Centre Management Plan	Complete
Portfolio A7	Community Emergency Support Plan	Under Review
Portfolio A8	Impact Assessment Plan	Complete
Portfolio A9	Transport Plan	Complete
Portfolio A10	Financial Management Plan	Complete
Portfolio A11	Media Management Plan	Complete
Portfolio A12	Medical Services Plan	Complete
Portfolio A13	Public Works & Engineering Plan	Complete
Portfolio A14	Re-Supply Operations Plan	Complete
Portfolio A15	Cook Shire Recovery Plan	Complete
Portfolio A16	Animal Disaster Management Plan	Pending
Portfolio A17	Logistics Plan	Complete
Portfolio A18	Airport Emergency Plan – Cooktown	Complete
Portfolio A19	Cook Shire Natural Disaster Risk Management Study	Under Review
Portfolio A20	Public Health Plan	Complete
Portfolio A21	Pandemic Operations Manual (including Sub Plans for Coen and Laura Communities and Cooktown & surrounding Communities)	Complete

Disaster Management Arrangements

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AUTHORITY FOR PLAN

The Cook Shire Local Disaster Management Plan has been prepared by the Local Disaster Management Group in accordance with the Disaster Management Act 2003 to ensure the effective Coordination of resources necessary to counter the effect of disasters within the Shire of Cook.

The Cook Shire Council has a legislative responsibility to develop a Disaster Management Plan in accordance with Section 57(1) Disaster Management Act 2003.

"s57 Plan for disaster management in local government area

(1) A local government must prepare a plan (a local disaster management plan) for disaster management in the local government's area.

(2) The plan must include provision for the following—

    a)   the State group's strategic policy framework for disaster management for the State, and the local government's policies for disaster management;

    b)   the roles and responsibilities of entities involved in disaster operations and disaster management in the area;

    c)   the coordination of disaster operations and activities relating to disaster management performed by the entities mentioned in paragraph (b);

    d)   events that are likely to happen in the area;

    e)   strategies and priorities for disaster management for the area;

    f)   the matters stated in the disaster management guidelines as matters to be included in the plan;

    g)   other matters about disaster management in the area the local government considers appropriate".

"s58 A local disaster management plan must be consistent with the disaster management guidelines"

Foreword

The Cook Shire Local Disaster Management Plan has been prepared by the Local Disaster Management Group in accordance with the Disaster Management Act 2003 Section 57 (1) to ensure that effective coordination of resources necessary to counter the effect of disasters with the Cook Shire council area.

The focus of the document is on using an 'all-hazards' functional approach, minimising impacts on disaster-affected communities, by ensuring a coordinated effort by all levels of government and non-government entities with responsibilities or capabilities in comprehensive disaster management.

Cr Peter Scott
Chair
Cook Shire Local Disaster Management Group
Dated: 8 / 6 /2020

Approval

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

Linda Cardew
Chief Executive Officer
Cook Shire Council
Date: 8 / 6 /2020

DOCUMENT CONTROL

Amendment Control

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

Chief Executive Officer
Cook Shire Council
10 Furneaux Street,
Cooktown, QLD 4895

The LDC may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the local government.

A copy of each amendment is to be forwarded to those identified in the distribution list. On receipt, the amendment is to be inserted into the document and the Amendment Register updated and signed.

AMENDMENT REGISTER

Amendment Number	Date of Amendment	Amended By	Comments
1	September 2009		This is the first draft under the *DM Act 2003*
2	March 2010	Annie Riordan	Revised Plan and Operational Plan development
3	November 2012	EMQ	Changes made to reflect current practice as outlined in Local Disaster Management Guidelines
4	August 2013	EMQ	Changes made to reflect current practice as outlined in Local Disaster Management Guidelines
5	August 2015	QFES	Changes made to reflect current practice and current agency roles and responsibilities
6	November 2015	QFES	Changes made to reflect feedback from the members of the LDMG
7	26 July 2016	QFES	Changes made to reflect current arrangements
8	22 June 2017	QFES	Changes made to reflect current arrangements
9	15 August 2018	QFES and DMO	Changes made in line with guideline endorsed in May 18
10	23 August 2019	QFES and LDMG	Changes made in line with current practice.

Note: The latest version of this document will be available on the Cook Shire Council's web site www.cook.qld.gov.au please check that the version you are using is the current amended version

The Disaster Management System in Queensland

STRUCTURE
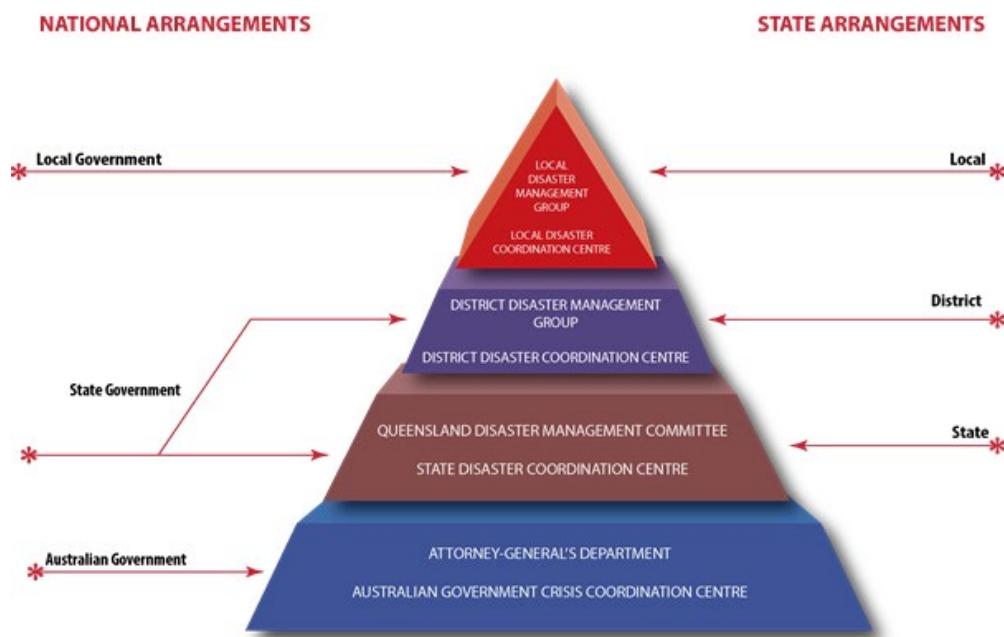
The following chart depicts the Disaster Management System in operations at the local level
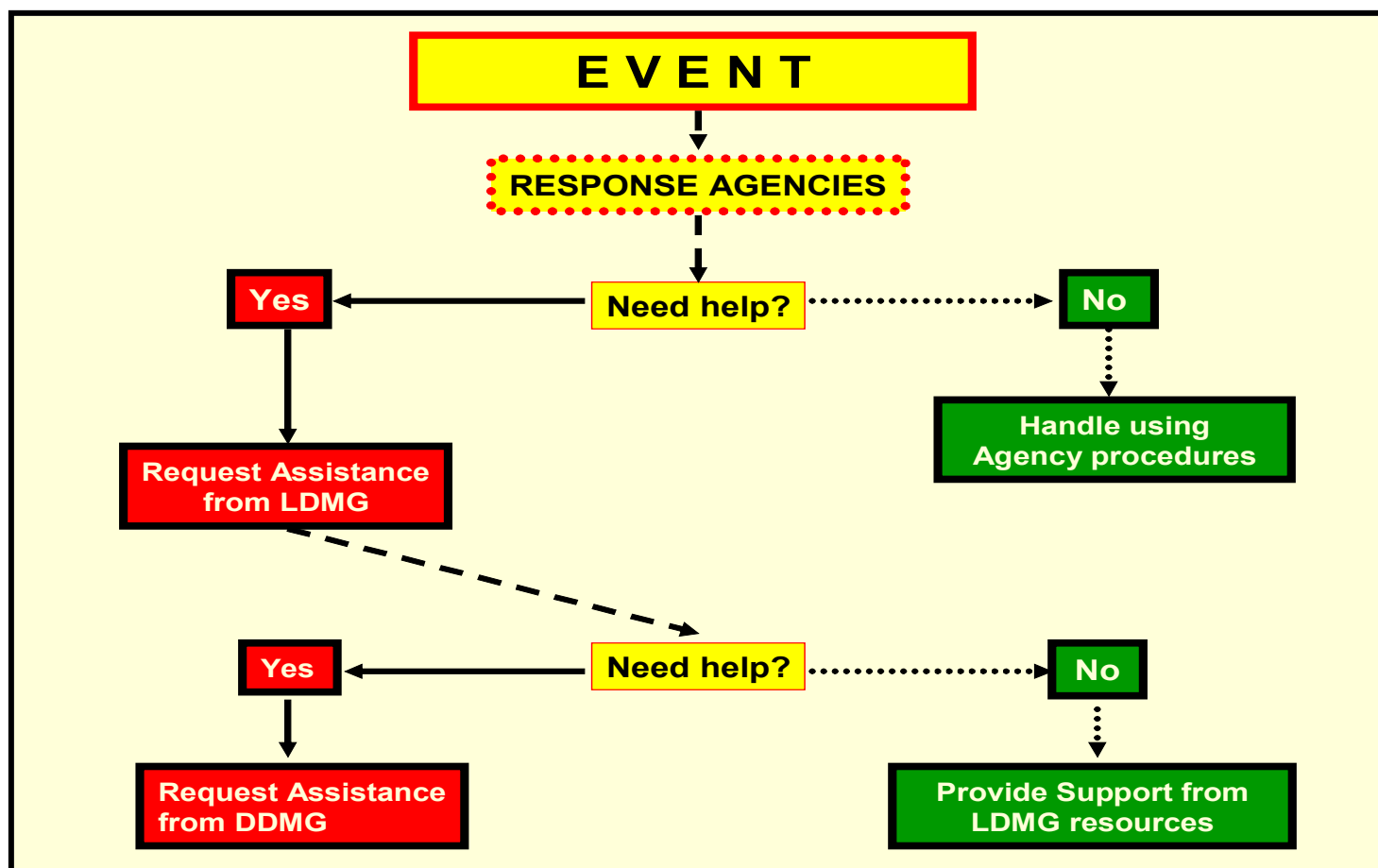
1 INTRODUCTION

1.1 PURPOSE OF THE DISASTER MANAGEMENT PLAN

- Identify and analyse the potential impact of key issues on Disaster Management;
- Articulate the vision and goals for Disaster Management for the Cook Shire in the medium to long term, in line with the main objectives of the Disaster Management Act 2003; An Electronic copy of the Act can be viewed at http://disaster.qld.gov.au/About_Disaster_Management/DM_Act.html
- To operationalise Council's policies in relation to disaster management, through the information and maintenance of a combined Local Disaster Management Group;
- To ensure that risks requiring District level support are identified and communicated to the District level;
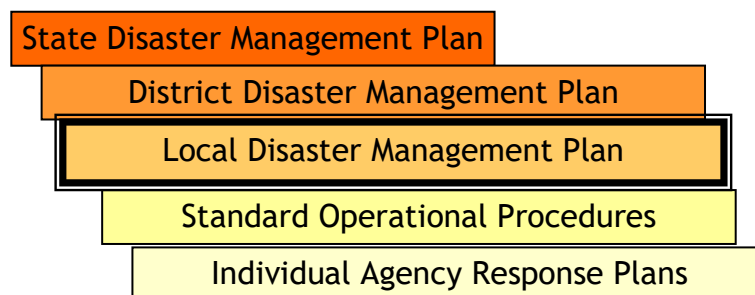- To ensure that the Local Government and Local Groups comply with their disaster management obligations under the DM Act; and
- Other purposes related to disaster management that the Local Government determines.

  For other purposes related to disaster management that the Local Government might determine.

1.2 HIERARCHY OF PLANS

State Disaster Management Plan
District Disaster Management Plan
Local Disaster Management Plan
Standard Operational Procedures
Individual Agency Response Plans

1.3 KEY OBJECTIVES

The primary focus of the Cook Shire Council disaster management system is to mitigate the effects of disasters on the community by ensuring a coordinated effort by all levels of government and non-government entities with responsibilities or capabilities in disaster management. This will be done in accordance with s. 57 of the Queensland Disaster management Act 2003.

The key objectives of the Disaster Management Plan are:

- To ensure that all potential disasters are identified;
- To ensure that disaster management planning has been undertaken and kept current;
- To ensure that the LDMG understands their roles and functions during an emergency;
- To ensure that all feasible measures to mitigate potential disasters are undertaken;
- To ensure that Council has identified safe areas for the Disaster Coordination Centre, evacuated persons, and alternatives for these;
- Ensure that the public is informed of the potential risks by annual, timely, information sessions;
- To minimise death and injury to residents and others in the Shire;
- Identify resources required to respond to the emergency, with potential shortfalls sourced from DDC or elsewhere.

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

- An all-hazards approach – promoting one management system for all hazards.
- A comprehensive approach – covering all phases of activity including prevention, preparation, response and recovery.

1.4 STRATEGIC POLICY FRAMEWORK FOR DISASTER MANAGEMENT

Disaster management and disaster operations in the Cook Shire Council local government area are consistent with the *Disaster Management Strategic Policy Framework*.

This is achieved by:
- ensuring a comprehensive, all hazards, all agencies approach by achieving the right balance of prevention, preparedness, response and recovery;
- supporting the mainstreaming of disaster preparedness and mitigation into relevant areas of activity of government, non-government, small business and corporations;
- aligning disaster risk reduction, disaster mitigation, disaster resilience and climate change adaptation policy and actions with international and national reforms;
- promoting a transparent, systematic and consistent approach to disaster risk assessment and management, based on the *Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines;*
- recognising the commitment of stakeholders and the need for collaboration across all levels of government, community, industry, commerce, government owned corporations, private and volunteer organisations, and local communities in all aspects of disaster management;
- emphasising building and maintaining sincere relationships, trust, teamwork, consultative decision-making and shared responsibilities among stakeholders; and
- promoting community resilience and economic sustainability through disaster risk reduction.

1.5 COOK SHIRE POLICIES FOR DISASTER MANAGEMENT

- Articulate the vision and goals for Disaster Management for the Cook Shire in the medium to long term, in line with the main objectives of the Disaster Management Act;
- Identify and analyse the potential impact of key issues on Disaster Management;
- State the strategies intended to achieve goals;
- Set performance measures for reviewing the progress towards achieving the goals; and
- Outline the governance and accountability arrangements and systems in place to operationalize the strategic goals.

This is achieved by the development of this Disaster Management Plan.

1.6 INTEGRATION WITH COUNCIL'S CORPORATE, STRATEGIC AND OPERATIONAL PLANNING PROCESSES.

Council's Corporate Plan provides the direction Council has chosen to meet the expectations of our community. It nominates that the size and remoteness of Cook Shire and its exposure to potential serious weather events ensures that Council understands its need to be diligent, vigilant and well prepared for a wide range of disaster events. This is reflected in the identified strategies to deliver the desired outcome that a "Safe environment is provided to all residents of the Shire". These strategies include the maintenance of State Emergency Services (SES) groups, supporting all emergency service agencies, revising and maintaining the Shire disaster management plan, the encouragement of volunteers and continued lobbing for the maintenance and enhancement of emergency services on Cape York.

1.7 LOCAL GOVERNMENT DEVELOPMENT PRIORITIES

Cook Shire is a rural shire with a total population of around 5,000. The shire's major township is Cooktown which population is around 2,300 people with smaller population centres established at Marton, Laura, Lakeland, Coen, Ayton, Rossville and Portland Roads and offshore islands such as Lizard Island. There are also significant rural communities spread throughout the Bloomfield and Endeavour Valleys (see *Figure 2.1. Cook Shire*).

Industry in Cook Shire is mostly based on grazing properties and tourism which has the potential for a significant increase in the future.

Health services and facilities vary between townships. Cooktown is the main service hub for the South East Corner of the Shire and has a hospital, private doctors' surgery, ambulance service, community health and disability services and a dental surgery. Other townships and communities in the Shire rely on health and support services that provided through clinics and visiting doctors and specialists including the Royal Flying Doctors Service.

1.8   LOCAL DISASTER MANAGEMENT GROUP FUNCTIONS AND COMPOSITION

Terms of Reference

The Cook Local Disaster Management Group has the following functions:-
- To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State;
- To develop effective disaster management, and regularly review and assess the disaster management;
- To help the local government for its area to prepare a local disaster management plan;
- To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area;
- To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster;
- To manage disaster operations in the area under policies and procedures decided by the State group;
- To ensure that where identified by the LDMG, the LDMG will establish sub groups (temporary or permanent) to assist the group with its business. A term of reference will be developed to give clear guidance on its establishment, role functions and reporting outcomes.
- To provide reports and make recommendations to the relevant district group about matters relating to disaster operations;
- To identify, and coordinate the use of, resources that may be used for disaster operations in the area;
- To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens;
- To ensure information about a disaster in the area is promptly given to the relevant district group;
- To perform other functions given to the group under this Act;
- To perform a function incidental to a function mentioned above

Membership Details

The Cook Local Disaster Management Group consists of the following positions and the relevant persons are appointed in accordance with *Section 29 Disaster Management Act 2003*.
The membership of the Group is to be reviewed annually.

Cook Local Disaster Management Group Membership

Membership

Cook Shire Council has appointed the following Executive and Core Members of the Local Disaster Management Group, in accordance with sections 33 & 34 of the Act

LDMG Executive Membership	
Cook Shire Council	Chair, LDMG - Mayor
Cook Shire Council	Deputy Chair, LDMG - Councillor
Cook Shire Council	Local Disaster Coordinator – CEO
Cook Shire Council	Deputy Local Disaster Coordinator – DMO
Queensland Fire and Emergency Services	Emergency Management Coordinator

Additional Core Members	
Cook Shire Council	Director Infrastructure
Cook Shire Council	Director CEI
Cook Shire Council	Director OBS
Cook Shire Council	Secretariat
Queensland Ambulance Service	Cooktown Officer in Charge
Queensland Police Service	Cooktown Officer In Charge
Queensland Health service	Director of Nursing

*Please refer to Appendix B for contact details and current incumbents. Please note this is a restricted document

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

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

Any member may appoint a Deputy to attend the meetings on the member's behalf, and the delegate will have the authority to make decisions and commit resources affecting that organisation. This is to be done in accordance with the Local Disaster Management Group Governance Guidelines

Advisors
The LDMG may invite participants from a range of entities, such as industry and community organisations to participate in the business of the group in an advisory capacity, as required, on a casual or ongoing basis. All contact details for these advisors will be maintained for reporting requirement.

Whilst advisor input is considered by members in their decision making, meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of a quorum.

Frequency of Meetings
The Cook LDMG intends to meets bi-monthly except for the cyclone season when the group meets monthly from November to April.

LDMG Sub-Groups
LDMGs may have cause to create sub-groups, whether permanent or temporary, to assist the group with its business.   Examples of this may be a Local Recovery Group, an evacuation project team, a cyclone shelter operations management group or a sub-group formed to deal with a particular issue relating to that local government area.

In these circumstances, the creation of a sub-group must be passed as a LDMG meeting resolution. Terms of Reference should be established to give clear guidance on the establishment, role and function, required outcomes and conduct of business of the sub-group. All sub-groups should be required to provide the LDMG with regular updates at LDMG meetings.

It should also be noted that any decisions made or actions taken by or on behalf of these sub-groups should be endorsed by the LDMG during normal business, or during disaster operations by the LDMG or LDC, to ensure the validity of decisions under the Act.

Membership Records
Each LDMG is required to maintain a register of its current members and advisors for reference during both general business and operational periods. As a minimum, details should consist of:
- full name;

- designated position title;
- department/organisation or agency name;
- work address;
- business and after hours telephone numbers (both landline and mobile); and
- Email address.

Templates to collect and store LDMG member contact details, for agencies to advise the LDMG of a change to their member details and to develop a membership register are available on the DM Portal.

Membership records must be collected, stored and disposed of in accordance with the Information Privacy Principles contained in Schedule 3 of the Information Privacy Act 2009.

When the LDMG member register is altered, an updated copy should be provided to the relevant DDC.   If the alteration relates to a member of the Executive Team of the LDMG, it is also important that the SDCC is advised to maintain currency of contact details in case of a disaster event.

Meeting Schedules and Processes
In accordance with s. 38 of the Act, the LDMG may conduct its business, including its meetings, in a way it considers appropriate.

The Act prescribes the following requirements with regards to the conduct of meetings:
- Meetings must be held at least once every six months at times and places decided by the Chairperson (s. 12 of Disaster Management Regulations 2014).   Additional meetings may be held as required, but must be held if asked for in writing by at least one-half of LDMG members, or by the DDC.
- A quorum is required for meeting resolutions to be officiated (s. 13 of Disaster Management Regulations 2014) equal to one-half of LDMG members plus one, or when one-half is not a whole number, the next highest whole number. An appointed deputy attending a meeting on behalf of a LDMG member is to be counted in the quorum (s. 40A). A template for recording attendance at LDMG meetings is available on the DM Portal.
- The Chairperson or Deputy Chairperson is to preside at meeting (s. 16 Disaster Management Regulations 201). If both are absent the Chairperson or Deputy Chairperson may appoint another member of the group to preside. If both offices are vacant the group will choose a member to preside.
- Meetings may be held, or members may take part using any technology that reasonably allows them to hear and take part in discussions (s. 17 (1) Disaster Management Regulations 201442). Members participating through these means are taken to be present at the meeting.
- Resolutions may be passed at meetings, however are also considered valid if a majority of members give written agreement and notice of the resolution is given under the group's approved procedures (s.17. 3(a)).
- Minutes of meetings must be kept (s. 18 Disaster Management Regulation 2014).

A variety of templates to assist LDMGs to manage business and meetings are available on the DM Portal.

Attendance
If a member, or their appointed Deputy, continually does not attend LDMG meetings it is suggested that the LDMG Executive Team meet with the member to discuss the ongoing non-attendance at LDMG meetings. A formal record of LDMG member attendance should be maintained and this can be used to monitor member attendance across meetings.

Meeting Minutes
The LDMG meeting minutes should provide a summary of key discussion points and resolutions and may be subject to public scrutiny under the Right to Information Act 2009. It should be noted in the minutes whether

or not a quorum was established at the meeting. The meeting attendance sheet should then be attached to the back as an accurate account of who attended the meeting and whether the meeting had a quorum, thus making any resolutions or decisions valid.

Flying minute
A flying minute may be used to progress business of an urgent nature in the instance where convening a meeting of the LDMG is not practicable. The passing of resolutions via flying minute is allowed under s. 42 of the Act if a majority of members provide written agreement.

Templates for LDMG flying minute, LDMG briefing paper and LDMG agenda are available on the DM Portal.

Resolution statement
In addition to meeting minutes, the LDMG Secretariat should produce a resolution statement to provide a running log of actions undertaken and an audit trail through to the acquittal of those resolutions. Once acquitted the resolution should be recorded on a resolution register.

An example of a LDMG Resolution Statement is available on the DM Portal.

Resolutions register
For governance purposes, a register detailing each resolution passed by the LDMG and details of actions undertaken to acquit the resolution should be kept. This provides an easy reference document and a historical record of past LDMG resolutions.

An example of a LDMG Resolutions Register is available on the DM Portal.

Letterhead/Logo
As LDMG business is conducted on behalf of the relevant local government or combined local governments, the relevant local government/s letterhead and logos should be used for all LDMG business.

Records Maintenance
When managing LDMG records, the LDMG must comply with the requirements of the Public Records Act 2002 and records may be subjected to public scrutiny under the Right to Information Act 2009.

The Queensland State Archives General Retention and Disposal Schedule for Administrative Records outlines the requirements for retaining documents in accordance with the Public Records Act 2002. The Schedule and further information for LDMGs, including managing records during disaster events, can be obtained at www.archives.qld.gov.au in the section "Recordkeeping for Government".

District Disaster Management Group Representative
Section 24 of the Act requires the local government to nominate a representative to the District Disaster Management Group and advise the Executive Officer of the State and District Groups of the appointment.

The role of Council's representative on the DDMG is to:
    (a) Attend meetings of the DDMG
    (b) Assist the chairperson to coordinate the prevention, preparation, response and recovery activities associated with the disaster event at the district level.
    (c) Commit the Council's resources, as required, in support of efforts to combat the disaster event.

The Mayor, Cook Shire Council has been appointed to this position At times where the chair is unable to attend these meetings the Chair will delegate the Local Disaster Coordinator to attend the meeting to represent the LDMG.

1.9 LOCAL DISASTER MANAGEMENT FUNCTION REGISTER

Disaster Management Function	Responsible Position / Agency	Contact Details	Key Accountabilities
Group Management			
Chairperson	Mayor Cook Shire Council	Refer to Contact List Appendix B	• Is responsible for presiding at all meetings of the Local Disaster Management Group (LDMG) unless absent. • Activation of the LDMG as required. • Activation of the Local Disaster Co-ordination Centre (LDCC).
Deputy Chair	Councillor Cook Shire Council	Refer to Contact List Appendix B	• Is responsible for presiding at all meetings of the LDMG at which the chairperson is absent but the deputy chairperson is present.
Local Disaster Coordinator	Chief Executive Officer – Cook Shire Council	Refer to Contact List Appendix B	• Is responsible for maintaining the operational readiness of the LDMG/ LDCC. • Is responsible for providing trained staff to operate the LDCC. • Is responsible for the overall management of the LDCC during operations unless absent. • Is responsible for advising the Chairperson and the LDMG on disaster related matters, both during disaster activations and during normal times unless absent. • Responsible for reporting to the DDMG both during disaster activations and during normal times unless absent.
Deputy Local Disaster Coordinator	Disaster Management Officer	Refer to Contact List Appendix B	• Is responsible for maintaining the operational readiness of the LDMG/ LDCC in the absence of the LDC • Is responsible for providing trained staff to operate the LDCC in the absence of the LDC. • Is responsible for the overall management of the LDCC during operations in the absence of the LDC.

Disaster Management Function	Responsible Position / Agency	Contact Details	Key Accountabilities
			• Is responsible for advising the Chairperson and the LDMG on disaster related matters, both during disaster activations and during normal times in the absence of the LDC. • Responsible for reporting to the DDMG both during disaster activations and during normal times in the absence of the LDC .
Liaison with District Group (DDMG Representative)	Mayor Cook Shire Council	Refer to Contact List Appendix B	• Is responsible for identifying, and providing advice to the DDMG about support services required by the LDMG to facilitate disaster management and disaster operations in the area.
Local Recovery Coordinator	Cook Shire Council/Dept Communities, Disability Services and Seniors	Refer to Contact List Appendix B	• Is responsible for community recovery coordination and planning. • Is responsible for timely reporting to the LDMG
Event Coordination	Local Disaster Coordinator	Refer to Contact List Appendix B	• Is responsible for the overall coordination of the event on behalf of the LDMG
Disaster Response	Local Controller – State Emergency Services	Refer to Contact List Appendix B	• Is responsible for search and rescue, temporary repairs and storm damage operations.
Policing	Officer in Charge – Queensland Police Service	Refer to Contact List Appendix B	• Control agency for search and rescue and normal police and law enforcement duties
Medical	Director Of Nursing	Refer to Contact List Appendix B	• Is responsible for coordination of medical resupplies. • Is responsible for advising the LDMG on public health risks such as pandemics. • Is responsible for coordination of medical evacuations. • Is responsible for advising the LDMG of patient welfare matters. • Is responsible for the provision of medical care.

Disaster Management Function	Responsible Position / Agency	Contact Details	Key Accountabilities
Fire Response	Auxiliary Captain-QFRS/ First Officer - Rural Fire Brigade	Refer to Contact List Appendix B	• Is responsible for assisting QPS and SES with evacuation. • Is responsible for the coordination and logistics management of urban/rural fire events. • Is responsible for the coordination and logistics management of urban/rural fire crews and support operations.
Electricity Supply	Ergon Energy	Refer to Contact List Appendix B	• Is responsible for advising the LDMG on continuity of power supply during periods of activation and reconnection issues.
Event advice and support	QFES – Emergency Management Coordinator	Refer to Contact List Appendix B	• Is responsible for providing Emergency Management advice and support to the LDC during an event on all matters relating to emergency management
Plan Management			
Assessment and Amendment	Local Disaster Coordinator	Refer to Contact List Appendix B	• Responsible for the annual review and amendment as necessary of the Disaster Management Plan.

1.10 ROLES AND RESPONSIBILITIES OF PARTICIPATING AGENCIES

All agencies should be involved in the formulation of the Local Disaster Management Strategies. Traditionally accepted roles and responsibilities of various agencies are included in the document. These are agencies commonly represented on Local Disaster Management Groups throughout the State. Some of the roles and responsibilities listed are enshrined in legislation, while others have developed through practice or in response to community expectations.

The roles and responsibilities enumerated in this section are seen as an extension of the normal day to day business of the agencies involved. It is to be remembered that no organisation will normally be required to be involved in any activity which is not related to that agency's core business.

This section is representative of the usual agencies which will be involved in disaster management arrangements at the local level. There will be a myriad of agencies involved to differing degrees in various Local Government areas, and the roles and responsibilities of each agency should be agreed to by all concerned.

Agency	Roles & Responsibilities

Local Government	- Maintenance of the Local Government function (via Local Government Business Continuity Contingency Planning)
	- Maintenance of normal Local Government services to the community:
	  - Water
	  - Refuse disposal
	  - Public health
	  - Animal control
	  - Environmental protection
	- Maintenance of a disaster response capability
	- Maintenance of telemetry and warning systems
	- Collection and interpretation of information from telemetry systems, conjointly with Bureau of Meteorology
	- Ensure that Council members and staff under take disaster management training and Emergency Operation centre training when available.

Local Disaster Management Group (LDMG)	- Development of the comprehensive Local Disaster Management Planning strategies. - Design and maintenance of a public education/awareness program. - Design, maintenance and operation of a Local Disaster Coordination Centre, including the training of sufficient personnel to operate the Centre. - Coordination of support to response agencies. - Reconnaissance and impact assessment. - Provision of public information prior to, during and following disaster event impacts. - Provision of locally based community support services - Identification, resourcing, staffing and operation of Evacuation Centre

Agency	Roles & Responsibilities
Queensland Fire and Emergency Services	- Functional lead agency for warnings - Prepare guidelines on behalf of the QDMC as per s 63 of the Act - Establish and maintain arrangements between the state and Commonwealth about matters relating to effective disaster management - Ensure that disaster management and disaster operations in the State are consistent with the State group's strategic policy framework; the State Disaster Management Plan, the disaster management standards and the disaster management guidelines - Ensure that persons performing functions under the Act in relation to disaster operations are appropriately trained - Provide advice and support to the State group and local and district groups in relation to disaster management and disaster operations planning and logistics functions of the SDCC - Provide situational monitoring of events and incidents across the State via the SDCC Watchdesk - Primary agency for bushfire response - Primary agency for chemical / hazmat related incidents - Provide control, management and pre-incident planning of fires (structural, landscape and transportation) - Provide rescue capability for persons trapped in any vehicle, vessel, by height or in confined space - Rescue of persons isolated or entrapped in swift-water / floodwater events - Provide advice, chemical analysis and atmospheric monitoring at chemical / hazmat incidents - Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster response - Provide Urban Search and Rescue (USAR) capability for building collapse events - Support the Queensland Hazardous Materials Incident Recovery Plan - Support the Queensland Coastal Contingency Action Plan – Chemical Spill Response Plan (a supporting plan of the National Marine Chemical Spill Contingency Plan, and National Marine Oil Spill Contingency Plan) - Provide impact assessment, and intelligence gathering capabilities - Perform the following responsibilities in support of disaster operations: - Ensure the availability, maintenance and operation of the SDCC which includes the following: - The operation of the Intelligence, Logistics, Operations, Planning and Aviation Capabilities - Coordinate emergency supply - Coordinate resupply operations

Agency	Roles & Responsibilities
	- Coordinate and implement the logistics support framework - Coordinate, support and manage the deployment of SES resources (as required, in consultation with local government, appoint a suitably experienced and/or qualified officer as SES Coordinator to support the coordination of SES operations)
Queensland Police Service (QPS)	- Preservation of peace and good order. - Prevention of crime. - Security of any site as a possible crime scene. - Investigation of the criminal aspect of any event. - Coronial investigation procedures. - Traffic control, including assistance with road closures and maintenance of road blocks. - Crowd management/public safety. - Coordination of search and rescue (See State Rescue Policy). - Security of evacuated areas.
Queensland Ambulance Service (QAS)	- Provide, operate and maintain ambulance services. - Access, assess, treat and transport ill and/or injured persons for emergency pre-hospital patient care - select and establish on-site triage and treatment areas, casualty clearing and vehicle marshalling areas - coordinate all volunteer first aid groups including QAS first responder groups - assist with evacuation of persons with medical conditions (specialised medical transport including aero-medical transport) - liaise with all other emergency services, local and state government and non-government agencies - advise the LDCC - request and provide assistance through the Coordination Centre as required during disaster operations - Provision of advice regarding medical special needs sectors of the community
Queensland Health	- Assessment, treatment and transportation of injured persons within the hospital - Assistance with evacuation (for medical emergencies). - Provision of advice regarding medical special needs sectors of the community. - Co-ordination of medical resources. - Public health advice and warnings to participating agencies and the community. - Coordination of psychological and counselling services for disaster affected persons.

Agency	Roles & Responsibilities
	- Ongoing medical and health services required during the event and recovery period to preserve the general health of the community.

Department of Communities, Disability Services and Seniors	- Develops and reviews Disaster District Human and Social Recovery Plans as the lead agency for human and social recovery.
	- Develops operational plans (Event Action Plans) in response to emerging disaster events.
	- Maintains lists of key contacts and possible sites for a Hub or CRRIC.
	- Advises Local and District Disaster Management Groups on matters relating to human and social recovery.
	- Designs a service delivery approach in partnership with Council for a planned, coordinated and adaptive approach to meeting communities' emerging needs.[1]
	- The approach will be articulated in an Event Action Plan that may include:
	  o Deployment of Ready Reserves – a cross government pool of staff that can be rapidly trained to assist impacted communities.
	  o Coordinate support services and refer impacted members of the community to appropriate service providers
	  o Establish and run a Hub or Community Recovery Referral and Information Centre (CRRIC), including coordinating staffing from many partner agencies
	  o Outreach – for example, door knocking in impacted communities
	  o Administer and distribute disaster relief assistance funding under the Disaster Recovery Funding Arrangements (DRFA, formerly NDRRA) or State Disaster Relief Arrangements (SDRA) schemes.
	  o Coordinate a communication strategy for human and social messaging to support the broader disaster recovery and disaster management public communication strategy.

[1] National Principles for Disaster Recovery https://knowledge.aidr.org.au/resources/national-principles-disaster-recovery/

Agency	Roles & Responsibilities
Ergon	- Maintenance of electrical power supply - Advice in relation to electrical power - Restoration of power - Safety advice for consumers
Chamber Of Commerce	- Advice on business sector - Disseminating information to business sector - Established database of business sector
Tourism Industry	- Liaison with accommodation providers on emergency accommodation - Provide Tourists with advice & warnings on event / disaster - Disseminating information to other Visitor Information Centres in the region
Industry	- General contractors under existing contracts with Cook Shire Council

1.11 REVIEW OF PLAN

The Cook Local Disaster Management plan will be reviewed in accordance with section 59 of the *Disaster Management Act 2003*. The Main Plan and all Sub Plans will be reviewed as follows:

Internal Review

Main Plan
The Local Government Disaster Management Plan will be reviewed annually by the Chief Executive Officer of Cook Shire Council or delegate as follows:

July	Deputy LDC reviews and amends (as required) the main plan in consultation with the LDMG
August	Draft plan submitted to full LDMG meeting for approval
October	Reviewed plan submitted to Council for endorsement if amended
October	Updated plan submitted to Approving Authority for approval if amended

The master contact list for all organisations/persons involved in the Council's disaster management arrangements will be updated at each Local Disaster Management Group meeting and will be held by the LDC.

Sub Plans
The Sub Plans will be reviewed by a working group appointed by the LDMG, as follows:

July	Working groups review and amend (as required) the supporting plans
August	Draft amended plans submitted to full LDMG meeting for acceptance or further amendment
October	Reviewed plans submitted to Council as part of the Main Plan

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

The Plan should also be reviewed as a result of any changes in legislation, guidelines or policy, and as a result of any changes recommended subsequent to the annual District Assessment.

The master contact list for all organisations/persons involved in the Council's disaster management arrangements should be updated at each LDMG meeting and will be held by the Local Disaster Coordinator.

External Review
An external review of the Local Disaster Management Plan and all associated Sub Plans will be conducted annually in accordance with the External Assessment of Local Disaster Management Plans and District Disaster Management Plans Standard released by The Inspector General of Emergency Management.

1.12 REPORTING ARRANGEMENTS

Reporting Requirements
The Cook LDMG shall report its activities to:

- **Local Disaster Management Group Annual Report** The Cook LDMG is required to complete an Annual report at the end of each financial year and provide the completed report to both the Cairns District Disaster Management Group and the Cook Shire Council. The LDMG should contact the QFES member on the group for advice and assistance in the completion of the status report. The annual report shall be in accordance with the requirements of the *Disaster Management Act 2003* and is to be developed as per the Local Disaster Management Group Guidelines

- **Disaster Management Status Report** Prior to each meeting of the Cairns DDMG a Disaster Management Status Report as set out in Local Disaster Management Group Guidelines shall be submitted to the Executive Officer of the Cairns District Disaster Management Group and the Emergency Management Coordinator - QFES. The Council representative to the DDMG shall complete and present a Disaster Management Status Report at each meeting of the DDMG.

Operational Reporting

- **Situation Report (SITREPS)** During operational activity the Cook LDMG, through the operation of the Local Disaster Coordination Centre, will be responsible for the preparation and distribution of SITREPs. Situation reports are utilised to capture accurate information from the day's operations through communicating a current and forecast situation during a disaster event.
  The Cook LDMG will ensure regular and accurate information is received from operational areas to inform operational response, forward planning and the contents of the LDMG SITREP. The LDC will ensure that appropriate staff in the LDCC to compile the SITREP.
  If a disaster event requires the activation of the Cook LDCC, the LDC will ensure that a SITREP is developed and is forwarded regularly from the LDCC to the DDCC. If an event is contained within a local government area and has not progressed to DDCC activation, the DDMG will still have activated to 'lean forward' level and the DDC may still request LDMG SITREPS to monitor and assess the situation.

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

  A template for a LDMG to produce a SITREP to a DDMG during disaster operations is available via GUARDIAN.

  The SITREPS will be forwarded to the Executive Officer of the Cairns DDMG as well as all members of the Cook LDMG.

Agency Status Reports
Written member status reports on behalf of member agencies are used to update other LDMG members on the status of the member agency's disaster management initiatives, projects, training, community awareness, disaster management plans, operations or contact information.

This information assists the LDMG to evaluate the status of the disaster management and disaster operations for the local government area. Member status reports are provided at LDMG meetings by exception.

2   DESCRIPTION OF THE ENVIRONMENT

2.1   GEOGRAPHY

Cook Shire is the largest Local Government area in Queensland with a total area of 11,600,000 hectares. The Shire occupies some 80% of the Cape York Peninsula region of Far North Queensland. Our southern boundary comprises in part the Bloomfield River, while to the north the Shire extends to the 11th parallel of latitude, found slightly beyond the Jardine River. Cook Shire is an extremely diverse environment, encompassing freehold lands and various types of leasehold lands, World Heritage areas, including Wet Tropics and Great Barrier Reef Marine Park, National Parks, protected areas and other types of conservation zones.

The principal town is Cooktown, in the south east corner of the Shire, with the rest of the towns situated along the central Peninsula Development Road, and some smaller villages on the eastern coastal areas. These settlements are Bloomfield, Ayton, Rossville, Helenvale, Marton, Lakeland, Laura, Coen, Port Stewart, and Portland Roads

The climate is described as tropical and therefore experiences the typical wet and dry seasons. The average rainfall as recorded in Cooktown is 1666 mm and in Coen 1204 mm, but heavier rainfalls may be recorded in the far northern and some coastal areas due to the monsoonal activities during the months of November to May. The mean maximum temperatures are 29.5° in Cooktown and 31.1°in Coen and the mean minimums are 21.6° in Cooktown and 20.8° in Coen.

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

Much of the south east corner and eastern ranges are vegetated with thick rainforest.   The main southern and central area of the Shire is very broken and hilly country, with cliffs and escarpments covered with scrub.   The western and top end areas are mainly flat plains and undulating terrain covered mainly with scrub and waterholes.

A large proportion of the northern coastal area is flood plains and the Cook Shire boasts many major rivers which swell with floodwaters during the wet season.   The road systems in the Shire are 99% unsealed construction, and are frequently cut by floodwaters from November to May.   Transport by air is then the only means of access to the remote settlements.

The Shire is transected by a number of major rivers, the Archer River, the Watson River, the Holroyd, the Laura River, the Hann River, the Coleman River, the Wenlock River, the Kendall River, the Kennedy River, the Palmer River, the Endeavour River, the Annan River, the Normanby River, the Pascoe River and the Edward River.

The main industries in Cook Shire are Government Services, tourism and cattle.   Secondary industries are agriculture (peanuts, sorghum) at Lakeland, and the fishing industry (mainly prawns).   Mineral sand mining is carried out at Cape Flattery, just north of Cooktown.
Approximately 1,314,000 hectares of the Cook Shire is National Park.

The Cook Shire local government area is serviced principally by two distinct road networks. The first network are the state controlled Mulligan Highway and Peninsula Developmental Road which runs up the spine of Cape York terminating at Weipa. The second network is the local government controlled

shire roads that in principle feed from the Peninsula Developmental Road to service the population centres of the shire and also are the only terrestrial link for the Cape's Aboriginal local governments. The 2500km of local government roads consist almost entirely of unsealed gravel roads traversed by numerous streams and rivers. The current flood immunity of both networks is less than 8 month recurrence interval.

COOKTOWN AIRPORT

Figure2.1 Location of Cook Shire

Map Of Cook Shire
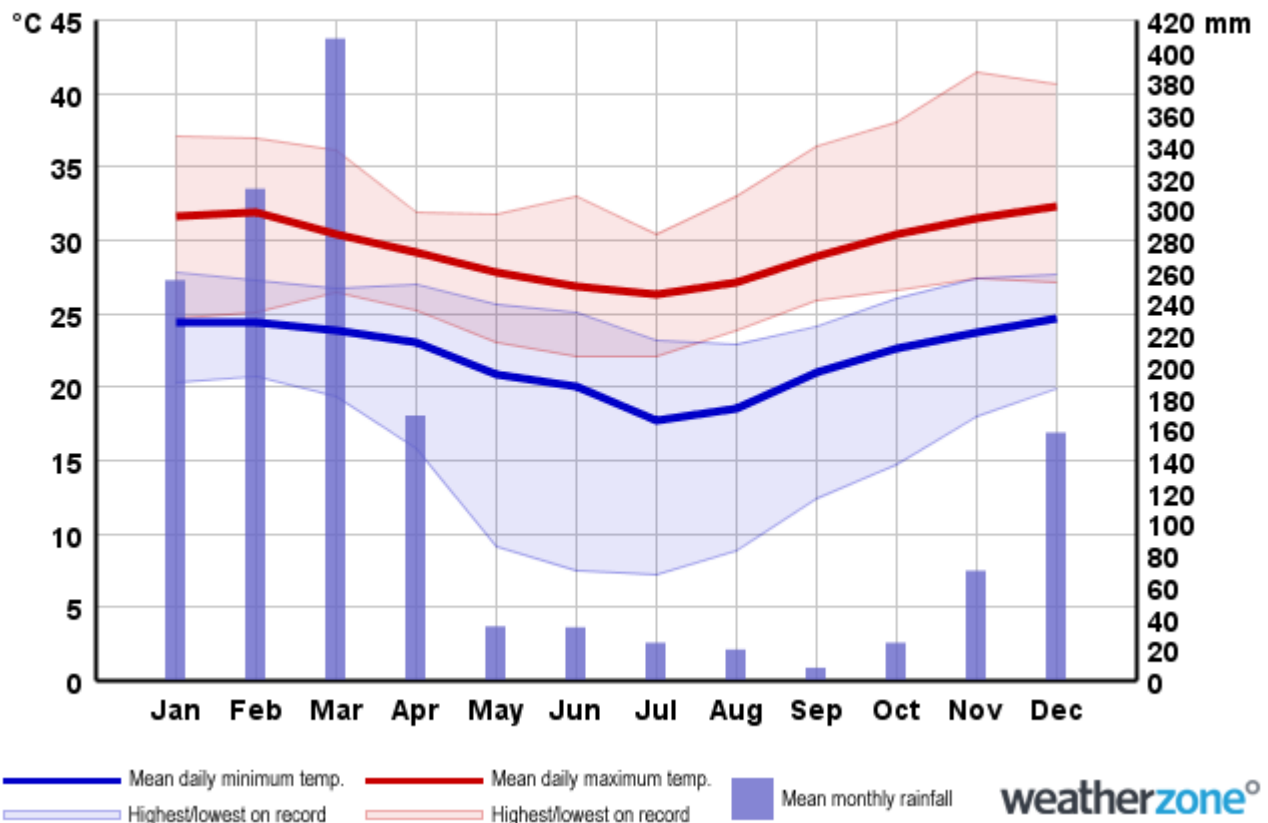
2.2 COMMUNITY PROFILE

According to the 2016 Census, Cook Shire has higher percentage of older workers and retirees (50 to 69 years) 31.0%, compared to 23.5% for Queensland. Cook Shire has a higher percentage of male residents 53.8%, compared with 49.5% for all regional Queensland areas.

There are 858 Aboriginal and Torres Strait Islander people. Aboriginal and Torres Strait Islander people made up 19.3% of the population of the Cook Shire.

People (Top responses)					
Locality	Population	Male	Female	Indigenous	Median age
Cooktown	2631	1368	1261	382	44
Coen/Port Stewart	364	179	187	297	24
Laura	228	132	98	105	34
Rossville/Bloomfield/Helenvale	409	239	170	65	51
Portland Roads	47	35	12	-	42
Lakeland	299	181	115	9	30

Education (Top responses)					
Locality	Pre School	Primary	Secondary	Technical	University
Cooktown	31	198	125	3	23
Coen/Port Stewart	8	36	9	4	7
Laura	0	17	5	0	0
Rossville/Bloomfield/Helenvale	3	32	10	9	3
Portland Roads	-	-	-	-	-
Lakeland	0		0	0	3

Ancestry (Top responses)					
Locality	Australian	English	Irish	Scottish	Australian Aboriginal	German
Cooktown	1107	861	273	222	0	163
Coen/Port Stewart	53	32	11	0	227	0
Laura	50	39	11		85	8
Rossville/Bloomfield/Helenvale	143	154	57	34	20	11
Portland Roads	-	-	-	-	-	-
Lakeland	55	50	11	2	-	

Religious Affiliation (Top responses)					
Locality	No Religion	Anglican	Catholic	Christian	Lutheran	Buddhism
Cooktown	833	372	419		99	
Coen/Port Stewart	55	0	58	-	47	-
Laura	62	60	17	0	9	0
Rossville/Bloomfield/Helenvale	150	43	57		8	10
Portland Roads	-	-	-	-	-	-

Lakeland	71	15	71	15	0	-

Language - Other than English (Top responses)					
Locality	Guugu Yimidhirr	German	Tagalog	French	Auslan
Cooktown	36	25	8	8	13
Coen/Port Stewart	Lama Lama	Cape York Language	Wik Mungkan	Yumplatok	
	3	3	8	4	
Laura	-	-	-	-	-
Rossville/Bloomfield/Helenvale	Kuku Yalanji 11	Wik Mungkan	Tagalong	Estonian	French
		3	4	3	3
Portland Roads	-	-	-	-	-
Lakeland	Italian	German	French	Japanese	Mandarin
	13	7	9	18	13

Median Weekly Incomes (Top responses)			
Locality	Personal	Family	Household
Cooktown	$601	$1433	$1067
Coen/Port Stewart	$439	$1341	$1442
Laura	$390	$939	$883
Rossville/Bloomfield/Helenvale	$456	$1078	$753
Portland Roads	-	-	-
Lakeland	$734	$1312	$1160

Employment- Hours Worked Per Week (Top responses)					
Locality	1-15	16-24	25-34	35-39	40 +
Cooktown	79	80	134	179	451
Coen/Port Stewart	7	5	14	24	88
Laura	-	-	-	-	-
Rossville/Bloomfield/Helenvale	23	15	7	25	59
Portland Roads	-	-	-	-	-
Lakeland	4	3	9	36	82

Dwelling Structure (Top responses)				
Locality	Separate House	Semi Detached	Flat/ Unit/Apartment	Other Dwelling
Cooktown	738	8	81	63
Coen/Port Stewart	76	0	0	11
Laura	58	0	0	3
Rossville/Bloomfield/Helenvale	150	0	0	13
Portland Roads	-	-	-	-
Lakeland	59	0	0	17

2.3 COMMUNITY CAPACITY

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

Due to the rural nature of the communities of the Cape there is heavy machinery available at short notice to assist in post and pre disaster operations.

Public Buildings, Spaces, and Events
There are a number of public buildings within the Shire as follows –

Cooktown
- Post Office, Charlotte Street.
- Old Cook Shire Council Administration Building, Charlotte Street.
- Cook Shire Council Administration Building, 10 Furneaux Street.
- Cook Shire Council Depot, Charlotte Street
- Cooktown Library
- Cooktown Hospital, corner Ida and Hope Streets.
- Cooktown State & Secondary School, corner Charles and May Streets.
- Cooktown Water Treatment Plant, Gampe Drive.
- Cooktown Sewerage Treatment Plant, Boundary Street.
- Nature's Powerhouse, Botanical Gardens
- Parks and Gardens Depot, Botanical Gardens.
- Queens Oval, Botanical Gardens.
- John Street Oval.
- Lions Park and Playground, Charlotte Street
- Bi-Centennial Park, Charlotte Street.
- Powder Magazine, Webber Esplanade
- Queensland Police Service, Charlotte St
- Cooktown Magistrates Court and QGAP Office, Charlotte Street
- State Emergency Services, Charlotte Street
- Cooktown Fire Brigade, Hope Street
- Cooktown Events Centre, May Street
- Churches

Ayton
- Bloomfield Community Hall
- Bloomfield Library
- Bloomfield State School

Rossville
- Rossville Community Hall
- Rossville State School

Lakeland
- Lakeland Community Hall
- Lakeland State School

Laura
- Laura Community Hall
- Laura Basketball/Tennis Court
- Laura Police Station
- Laura State School
- Laura Quinkan Centre

Coen
- Coen Police Station
- Coen State School
- JS Love Building
- Coen Water Treatment Plant
- Coen Sewerage Treatment Plant
- Coen Clinic
- Coen Aerodrome
- Coen Sports Oval

Portland Roads
- Portland Roads Community Hall
- Community Storage Shed

Neighbouring relationships

Cook Shire Council is an active member of Far North Queensland Regional Organisation of Councils (FNQROC) and the Torres and Cape Indigenous Council Alliance (TCICA)

A Memorandum of Understanding for Regional Collaboration on Disaster Management between Cook Shire Council, Wujal Wujal Aboriginal Shire Council & Hope Vale Aboriginal Shire Council has been forged.

2.4   CRITICAL INFRASTRUCTURE

Critical infrastructure in the Cook Shire includes:-

Roads

The Peninsula Development Road is the main thoroughfare through the Shire and links Cook Shire with Mareeba in the south and Weipa on the peninsula's northwest coast and is maintained by Department of Main Roads. Areas to the east, west and north of the Peninsula Development Road are Council controlled and maintained roads. The Peninsula Development Road is sealed from the Shire boundary to the township of Laura. The remainder of the 510 Klms to Weipa is predominantly gravel interspersed with 5 km or longer strips of seal. Council's road network provides access to private residences and large rural properties, aboriginal communities and national parks and totals 2730 Klms. Of this total 67 Klms is sealed 1285 Klms graveled, 645 Klms formed and 733 Klms is unformed. Council is striving to increase the amount of sealed road throughout the Shire and upgrading unsealed roads to a gravel standard.

Because of the predominance of unsealed roads in the network, flooding and saturation damage during the wet season will generally close most of these roads until the end of April. Council is endeavoring to improve the networks flood immunity by increasing the number of concrete causeways, culverts and bridges at strategic crossings and upgrading roads to a gravel standard.

AIRSTRIPS

Cooktown Aerodrome

Council owns and operates the Cooktown Aerodrome, which is a certified aerodrome with a runway classification of 3C and is suitable for a design aircraft not needing a pavement concession with a MTOW of 15500 kgs e.g. a Dash 8 – 100. 1 charter company operate from Cooktown on a regular basis.

Co-ordinates: 15˚ 26.7' South; 145˚ 11.1' East

Altitude: 26ft AHD

Surface:
Type   Chip Seal
Lengthwise gradient   0.2% Down to East

Landing Strip
Direction   11/29
Length   1627m
Width   30m
Northern end Bitumen sealed   Runway is completely sealed
Prepared and cleared   Runway strip width 90m
Wind sock   Primary WDI south east end, Secondary WDI northwest end

Approaches
Direction   From either the East or West depending on wind direction.
Angle (gradient)   From West minimum 2.25% and from East minimum 1.6%
Direction angle   11/29

Remarks
Reference to surrounding terrain – Mt Cook situated to the south east of the aerodrome and could present a navigation obstacle in adverse weather conditions

Position relative to homesteads – The town of Cooktown is situated 7.5 Klms to the south east of the aerodrome.

Night Landing Facilities
Low intensity runway lighting is available. Activation of the PAL/ AFRU is by using VHF frequency126.7. A medium intensity obstacle light is situated on Mt Tully approximately 4 Klms SSE of aerodrome at 15˚ 25' 05" and 145˚ 11'45".

Aerodrome Facilities
Public Telephone, Bus to town, Pass Lounge, Refreshment, Toilets.

Aerodrome Telephone
Public Telephone available.

Refueling
Avgas and Jet A1 fuel is available using most credit cards. For further info phone 4069 5360.

Landing Fees
Contact council for current fees and charges

Coen Aerodrome

Council owns and operates the Coen Aerodrome, which is a certified aerodrome with a runway classification of 2B and is suitable for a design aircraft not needing a pavement concession with a MTOW of 7500 kgs. No charter companies operate from Coen on a regular basis.

Co-ordinates	13˚ 45.7' South; 143˚ 06.08' East

Altitude	532ft AHD

Surface

Type	Chip Seal
Lengthwise gradient	0.3% Down to West

Landing Strip

Direction	11/29
Length	1204m
Width	23m
Northern end Bitumen sealed	Runway is completely sealed
Prepared and cleared	Runway strip width 90m.
Wind sock	Both Primary and Secondary WDI's are on the northwest side of the runway.

Approaches

Direction	From either the East or West depending on wind direction
Angle (gradient)	From West minimum 1.6% and from East minimum 3.0%
Direction angle	11/29

Remarks

Reference to surrounding terrain – Mt Croll situated to the south east of the aerodrome and could present a navigation obstacle in adverse weather conditions

Position relative to homesteads – The town of Coen is situated 12 NM on a bearing of 149˚ from the aerodrome

Night Landing Facilities

Portable emergency flares are available for emergency night landings only

Aerodrome Facilities

Public Telephone, Accommodation, Pass Lounge, Toilets

Aerodrome Telephone

Public Telephone available

Refueling

Avgas and Jet A1 fuel is available with 30 minutes prior notice. For further info phone 4060 1136.

Landing Fees

Contact council for current fees and charges

HELICOPTER PAD ENGINEERING – Based in Cooktown

The helipad structure is certified as follows:

Design Standards:
CAAP 92-2(2)
ICAO Heliport Manual
AS/NZS 1664.1:1997

Design Category:
Category 1 - 2,400 Kg

The pad was designed to operate with aircraft up to the size of a Bell 407 with a total dynamic load factor of 3 (downforce that the pad can withstand during a "heavy landing").
The pad is a helicopter access point with the ability to provide maintenance to the site.

LIMITATIONS

The pad will not support the landing and shutdown of Rescue 510 or any of the large rescue aircraft for patient extraction from Mount Cook.
It can be used as a working platform for Rescue 510 and other rescue aircraft to either winch from or a touch and hover for a hot patient loading.

Laura Airstrip

Council owns and operates the Laura Airstrip, which is an unclassified landing ground. No charter companies operate from Laura on a regular basis.

Co-ordinates	15˚ 33.64' South; 144˚ 27.09' East

Altitude	330ft AMSL

Surface

Type	Chip Seal and Gravel
Effect of rain	Gravel section could become soft
Lengthwise gradient	Slopes down to North

Landing Strip

Direction	14/32
Length	1075m
Width	15m
Northern end Bitumen sealed	for 500m
Prepared and cleared	Runway strip width 60m.
Wind sock	Primary WDI northwest end.

Approaches

Direction	From either the North or South depending on wind direction.
Angle (gradient)	From North minimum 1.6% and from South minimum 2.3%
Direction angle	14/32

Remarks
Reference to surrounding terrain – Overhead power lines to the south of the runway could present an obstacle. Wallabies could also present a hazard.

Position relative to homesteads – The town of Laura is situated 500m to the West of the aerodrome.
Night Landing Facilities
Portable emergency flares are available for emergency night landings only

Aerodrome Facilities:
Passenger Lounge, Toilets

Aerodrome Telephone
Public Telephone available in town

Refueling
No fuel available.

Landing Fees
Contact council for current fees and charges

Lakeland Airstrip

Council owns and maintains the Lakeland Airstrip, which is an unclassified landing ground. No charter companies operate from Lakeland on a regular basis.

Co-ordinates	15˚ 50' South; 144˚ 51' East
Altitude	900ft AMSL

Surface

Type	Grassed only
Effect of rain	Runway becomes soft after heavy rain
Lengthwise gradient	Slopes down to South

Landing Strip

Direction -	16/34
Length -	1170m
Width -	10m
Northern end Bitumen sealed	No Seal provided
Prepared and cleared	Runway strip width 50m
Wind sock	Primary WDI south east end

Approaches

Direction -	From either the North or South depending on wind direction
Angle (gradient)	From North minimum 5.0% and from South minimum 5.0%
Direction angle	16/34

Remarks

Reference to surrounding terrain – Overhead power lines to the north of the runway could present an obstacle. Wallabies could also present a hazard.

Position relative to homesteads – The town of Lakeland is situated 1.5kms to the South of the aerodrome.

Night Landing Facilities

The Lakeland SES can provide portable emergency flares for emergency night landings only.

Aerodrome Facilities

Nil

Aerodrome Telephone

Public Telephone available in town

Refueling: No fuel available.

Landing Fees

Contact council for current fees and charges

Electricity
Power supply is managed by Ergon Energy in the Shire.

The Cooktown area (including Lakeland and Laura) is served from the one 132/66kV Bulk Supply Connection Point, T55 Turkinje substation located near Mareeba. The Tableland system provides a single circuit 132kV line to the Lakeland 132/66/22kV substation which supplies the Cooktown area.

Coen township is served by Ergon Generators. Remote locations in the Shire are required to supply their own electricity units.

As part of any disaster recovery process, maintenance and restoration of electricity supply is considered a critical component in supporting other essential services and community infrastructure. Refer Appendix F – Ergon Priority List

Communications
Television and Radio
Broadcast radio services are provided in the Shire by ABC Far North and several commercial radio providers with variable coverage of the area. TV Services are supplied by 7 Central, Imparja, ABC and SBS with satellite television available from a private supplier. Reception for all stations is dependent on location.

UHF / HF / VHF Two Way Radios
SES has a number of UHF hand held and base radios utilising both UHF and UHF frequencies. Agencies such as Police and Queensland Health have their own radio communications used in times of activation. During times of activation a general channel is assigned for use during this time.

Existing emergency services communications tower and infrastructure Specifications

Telephones-Landline, Mobile and Satellite
Telstra provides landline infrastructure throughout the Shire. Remote properties however rely on satellite or solar-powered telephone systems. The solar-powered systems utilise a battery backup which is vulnerable to failure in inclement weather.

There is limited mobile phone coverage in the Shire. Population centres have mobile phone coverage however satellite phones are required in non-coverage areas.
High speed internet connection is available in Cooktown, with dial up or satellite based access required in the more remote areas of the Shire. Internet, SKYPE type communications and video conferencing are available in some areas within the Shire.

Water supply
Provision for a safe and adequate supply of water is essential. The bacteriological, chemical and physical condition of water for human consumption should comply with established standards. In most instances, the provision and treatment of water will be the responsibility of Council. During power outages auxiliary power will be required to ensure correct chlorination of the water supply is maintained. Refer Appendix F – Ergon Priority List

Sewerage
After a disaster the provision of temporary ablution facilities may be required where existing facilities are damaged or additional facilities are required. Temporary facilities will also be required where temporary camp sites, either short term or long term, have been established.

2.5 ESSENTIAL SERVICES

Cooktown Multi Purpose Health Facility
48 Hope Street, Cooktown
The Cooktown MPHS facility is contained on five acres of land which is bordered by Hope, Ida and Boundary Streets.   The facility comprises 4 distinct buildings:

Hospital: consists of 14 acute beds and 2 flexible beds, emergency department, theatre, birthing room and outpatients department. The hospital is accessed via Ida Street.

Residential Aged Care Facility Sunbird Cottage: (attached to the hospital) provides 24 hour residential care.   There are 11 places (9 single rooms, 1 double room) available for residents requiring both high and low level care. The facility is attached to the side of the hospital and is staffed by nurses and services staff from the hospital.

Community Health: The building entrance is accessed via the driveway from Hope St. The entrance opens into the reception and client waiting. The staff areas comprise of a main office area, office and store room. The centre also provides offices and clinical rooms for the Dental Team and visiting outreach services, clinical nurses offices, consulting rooms and shared office spaces for Multiple Allied Health services.

Integrated mental health and ATODS:
The building entrance is accessed via the driveway from Hope St. The centre provides a reception area, 5 consultation rooms.

Renal Unit: The renal unit is a purpose built unit that operates as a satellite service delivered by CBH for Cook Shire clients.
A private medical clinic is located in Helen St, Cooktown.

Coen Primary Health Centre
Ambrose Street, Coen
Operated by Queensland Health the clinic has two registered nurses, 1 health worker and one AO, QAS provides Ambulance Service and one retrieval vehicle. It has two emergency beds and two consult rooms, with no facilities for in-patients admissions. Royal Flying Doctor Service provides evacuation for patients and also provides weekly clinics.

Laura PHCC
Gladwell Street, Laura
Operated by QLD Health the clinic has one consult room and one emergency bed.
The clinic is serviced by doctors from the Cooktown MPHS on a fortnightly basis. Allied health services are also delivered to the PHCC by Cooktown AH team.

Queensland Ambulance Service
QAS Cooktown Station
ADDRESS – 19 Helen Street Cooktown
STAFF – 5 officer station with 2 officer working at any one time
VEHICLES – 2 single stretcher 4X4 ambulance vehicles

QAS Cooktown Field Office
ADDRESS – 33 Charlotte Street Cooktown
STAFF – 1 Field Officer paramedic (Officer not always working in Cooktown)
VEHICLES – 1 only 4X4 2 door Land Cruiser (no stretcher), Operation Support Trailer

QAS Coen Station
ADDRESS – Ambrose Street, Coen
STAFF – 1 officer station
VEHICLE – 1 single stretcher 4X4 ambulance vehicle

QAS First Responder Units
ADDRESS – Lakeland SES shed
STAFF – 10 trained volunteers
VEHICLES – SES vehicle (no patient transport capabilities)

Queensland Police Service
Queensland Police Service Stations are located in the Shire at Cooktown, Laura and Coen.

Cooktown Fire Brigade
115 Hope Street, Cooktown

The Cooktown Fire Brigade is an Urban Auxiliary Brigade with the station located at 115 Hope Street Cooktown. Currently the brigade has eight fire fighters with two urban pumper trucks (one four wheel drive) equipped with road rescue equipment and fitted with satellite communications. Cooktown has the only urban brigade in the Shire, with numerous rural brigades scattered around the shire (see Rural Brigades Contact List). The Urban Fire Brigade also is equipped with breathing apparatus to assist in firefighting and rescue activities.

Cooktown Volunteer Coast Guard
Webber Esplanade, Cooktown
Cooktown Volunteer Coast Guard is the only volunteer marine rescue unit located in the Shire. Pontoon and walkway located at Webber Esplanade, Cooktown. Two vessels - Endeavour Lion 3, 12.83m mono patrol vessel, and Radical, 4.7m rigid inflatable, with 28 regular members, of which 10 are active.

Cooktown State Emergency Services
SES Units currently work from dedicated buildings located in Cooktown, Lakeland and Coen. The headquarters buildings houses equipment utilised by all of the present emergency services. The SES in all three locations have use of a 4 X 4 vehicle and a trailer as well as Chainsaws, Generators and on site and field communications. Each Unit has also a varying amount of other rescue type equipment.

Cooktown District Community Centre
13 Charles Street, Cooktown
Cooktown District Community Centre is a designated Community Recovery hub. The centre will be open as soon as practicable post cyclone but during other events such as bushfire, flooding etc may be open during the event. The centre is based over 2 buildings has monitored reception facilities, a large meeting room, kitchens, bathrooms, outdoor undercover areas, 12 offices and can provide facilities for meet and greet, processing/assessing need/catering/provision of clothing and accommodation if none available elsewhere. The centre is a base for coordinating the Community Support Plan. The centre operates with 18 staff and can assemble additional resources through the community emergency support advisory group as required. The centre also has 10 vehicles and other ancillary infrastructure for storing equipment.

2.6 HAZARDOUS SITES

There are currently no declared hazardous sites in the Shire, but there is the possibility in the future for mining operations to restart and this may result in hazardous materials being stored in the Shire.

2.7 DISASTER RISK ASSESSMENT

The Cook LDMG has a Natural Hazard Risk Assessment that was completed so time ago. However, it has commenced a risk assessment under the Queensland Emergency Risk Management Framework that has not yet been finalised. When completed this will form part of the suite of documents utilised by the LDMG in relation of planning.

When the QEMRMF is completed it will identify and examine hazards which will enable the LDMG to identify risk, perform an analysis of the risk to evaluate the likelihood and consequence of a disaster occurring and analysis of the evaluation to identify treatment options. This assessment will allow for the targeting of mitigation, preparation, recovery and resilience actions to achieve a safer and more sustainable community.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	Extreme	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Possible	Low	Low	Moderate	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Moderate	Moderate	High

2.8 THREATS

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

Storms/Cyclones and Flooding
Due to its geographical positioning the area can experience cyclones during the months of November to April, which is known in the Far North as the cyclone season or wet season; however, some cyclones have been recorded as late as June. Cyclones usually lose intensity over land.
Cyclones, and the after affects such as heavy rainfalls, often result in flooding from two directions; the Pacific Ocean to the east and from the Gulf of Carpentaria to the northwest.

Landslides
The landslide threat to the population within the area is low. However, during constant heavy rainfalls landslides may intermittently block the road.

Bushfire / Wildfire
The majority of the Shire is under World Heritage, National or State Forest Parks or Crown Lands, with the remaining being available for residential and industrial use.

The goal of the Bushfire Risk Mitigation Plan (**BRMP**) is to document and encourage proactive actions to mitigate bushfire hazard and risk through planning and actions by land managers, owners or occupiers, as per section 67 of the Fire and Emergency Services Act 1990.

The Disaster Management Act 2003 and the Queensland State Disaster Management Plan provides the authority to promote bushfire mitigation planning as an important component of Local Disaster Management Plans

The Queensland State Disaster Management Plan stipulates that Queensland Fire and Emergency Services (QFES) has primary management responsibility for ensuring the preparation of Bushfire Mitigation and Readiness Plans.

The BRMP process is consistent with the hazard specific planning envisaged under the Queensland Disaster Management Arrangements (QDMA).

Fires are common in the period from March to November, and some directly impact on populated areas. Due to the level of severity of the fire, this would necessitate the activation of the disaster management system to coordinate a response in relation to an outbreak.

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

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

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

Exotic Plant Disease
Potential exists in Australia for the rapid spread of exotic plant diseases with a subsequent impact on the rural and national economy.

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

Major Infrastructure Failure
The widespread loss of power, with consequential interference with telecommunications, water supply, or sewerage treatment systems will not have a significant impact on the community as the Cook Shire Council has strategic backup systems for water and sewerage and has a supply of battery operated Satellite phones that will not be affected by localised telecommunication failure. These fail safes are expected to keep the community operational in the immediate post disaster period until a coordinated emergency response can be initiated utilising internal and external resources.

Transport Accidents

There is a possibility that a tourist bus could have a severe accident causing severe strain on the capability of the emergency services in the Shire to respond.

Aircraft Accidents

The Shire has regular passenger services to its airstrips and large numbers of commercial aircraft regularly fly over/into the Shire as well as a locally based aircraft charter operator.

Fuel and Chemical Spills

Large numbers of fuel trucks pass into the Shire on a regular basis and there is a risk of accidents occurring that could cause serious injury or death.

Terrorist Incidents

The risk of a terrorist incident occurring in the Cook Shire is unknown. The Mass Gatherings Executive Committee is preparing a protocol outlining the response by agencies to a major event.

For a more detailed description of the hazards and associated risks that could affect the Cook Shire please refer to Portfolio A19 the Cook Shire Natural Disaster Risk Management Study

3   CAPACITY BUILDING

This section addresses the areas of how the Local Disaster Management Group and other organisations can take steps to reduce the impact of disaster events within the community and increase the Community Awareness activities undertaken pre-event to create empowered, sustainable and resilient communities;

3.1   LEGISLATION, BUILDING CODES AND BUILDING-USE REGULATIONS

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

3.2   PUBLIC AWARENESS

The community will be informed of the Disaster Management Arrangements the Cook Shire Council has in place by the conduct of public meetings, issue of newspaper articles and advertisements, posting on social media and distribution of posters, flyers and brochures. They will also be advised that the most current version of the Local Disaster Management Plan is available for viewing and downloading from Council's website.

Local media broadcasting

Radio	ABC Far North	105.7 FM
Websites	Cook Shire Council – Disaster Management	www.cook.qld.gov.au/services/disaster
	Cook Shire Council – Emergency Management Dashboard	www.disaster.cook.qld.gov.au/
Newspapers	Cape and Torres News	Issued weekly
	The New Cooktown Independent	Issued weekly
Social media	Facebook	www.facebook.com/CookShireCouncil/
	Twitter	https://twitter.com/cookshire
Notice boards	Cornetts IGA	Cnr Helen and Howard Sts, Cooktown
	Cooktown Post Office	123 Charlotte Street, Cooktown

Council Offices

The Local Disaster Coordinator is to ensure each Council public office has on display any public awareness material available from QFES or other agencies.

The current copy of the Local Disaster Management Plan is to be available for public viewing in the head office of the Shire, 10 Furneaux Street, Cooktown.

Business

The Local Disaster Coordinator will ensure all National Parks, tourist and visitor information centres, accommodation providers and other public centres have ample supplies of brochures and information on the Shire's disaster management arrangements.

Industry

The Local Disaster Coordinator will coordinate meetings with industry groups to ensure their members are aware of the Shire's disaster management arrangements.

Community Groups

The Local Disaster Coordinator will coordinate meetings with relevant groups to ensure their members are aware of the Shire's disaster management arrangements.

Community Members

The State Emergency Service on behalf of the LDMG will conduct public information sessions to present the current arrangements in place to assist the community to prepare for potential hazard impacts or threats. Such meetings will be held in all areas of the Shire and will be tailored to be language appropriate. The meetings will be held as close to the beginning of each Cyclone season as possible.

Media

The Council will provide a media release on the adoption of the new Disaster Management Plan, and following any subsequent annual updates of the Plan. Council will arrange for inclusion of a disaster preparedness information page in local newspapers/newsletters/social media at times prior to and during the Cyclone and Bushfire seasons.

During an activation or event

The Chair of the LDMG or his/her delegated person will provide regular media releases in the event of a disaster if this is deemed necessary by the LDMG. The Chair of the LDMG is the delegated media spokesman in this situation. The LDMG will utilise any appropriate means available to broadcast warning messages to the community.

Detailed information on the Local Disaster Management Group Public awareness strategy is contained in Portfolio A3, Public Information & Warnings Plan.

3.3   LAND-USE MANAGEMENT INITIATIVES

The Department of Natural Resources and Water, Natural Resource Management bodies, Council and others encourage the use of land care practices that can reduce the chances of potential disasters from:
- Rural fires;
- Pest plant spread;
- Animal and plant disease spread; and/or
- Erosion and water pollution.

3.4   DISASTER COORDINATION CENTRE

The main aim of the LDCC is to coordinate resources and assistance in support of local agencies and stakeholders who are engaged in disaster operations.

The primary functions of a LDCC revolve around three key activities:
- Forward planning;
- Resource management; and
- Information management.

In particular, the LDCC is responsible for the:
- Analysis of probable future requirements and forward planning including preliminary investigations to aid the response to potential requests for
- assistance;
- Implementation of operational decisions of the LDC;
- That a tasking log be implemented to record actions taken and the responsible agency or officer. The log will contain
    - The specific operational task to be undertaken
    - The date and time of commencement of the task
    - The agency responsible officer to which the task has been delegated
    - Relevant contact details
    - The date and time of completion of the task
    - Actions taken and any comments
- Advice of additional resources required to the DDMG; and
- Provision of prompt and relevant information to the DDMG concerning any disaster event occurring within their district.

The LDC has overall responsibility for the establishment and operation of the LDCC. The LDC will ensure appropriate levels of staff are identified and trained in the operation of the LDCC. LDCC training will form a component of the LDMG training program.

The Disaster Coordination Centre for the Cook Shire is in the Council Administration Building. For more detail on the activation and running of the centre please refer to the *Portfolio 2* **Cook Shire LDMG Disaster Coordination Centre Activation Plan**

3.5   TRAINING AND EXERCISES

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

The local Disaster Coordinator is responsible for the management of training, and will ensure that a training register is maintained.

Training
In accordance with s16A(c) of the Disaster Management Act 2003, the Queensland Disaster Management Training Framework outlines training courses to be undertaken by the key disaster management stakeholders roles to support the effective performance of each identified role.

Chair and Deputy Chair of the LDMG
    Induction
    Local Disaster Management Group Member Induction
    District Disaster Management Group Induction

    Mandatory Training Courses
    Queensland Disaster Management Arrangements
    Module 1 - Introduction to Evacuation

Local Disaster Coordinator & DMO
    Induction
    Local Disaster Management Group Member Induction
    Local Disaster Coordinator Induction

    Mandatory Training Courses
    Queensland Disaster Management Arrangements
    Module 1 – Introduction to Disaster Management Planning
    Module 1 – Introduction to Business Continuity Planning
    Module 1 – Introduction to Exercise Management
    Module 1 – Introduction to Disaster Coordination Centre
    Module 1 - Introduction to Evacuation
    Module 1 – Introduction to Evacuation Centre Management
    Module 1 – Introduction to Recovery
    Module 1 - Introduction to Resupply
    Module 1 – Introduction to Warnings and Alert Systems
    Module 1 – Introduction to Disaster Relief and Recovery Funding Arrangements

LDMG Members
    Induction
    Local Disaster Management Group Member Induction

    Mandatory Training Courses
    Queensland Disaster Management Arrangements
    Module 1- Introduction to Evacuation
    Module 1 – Introduction to Recovery

Local Disaster Coordination Centre Staff
    Core Training Courses
    Queensland Disaster Management Arrangements
    Disaster Coordination Centre – Modules

Local Disaster Coordination Centre Liaison Officers
    Core Training Courses
    Queensland Disaster Management Arrangements
    Disaster Coordination Centre - Modules 1 and 2

Local Recovery Coordinator
    Induction
    Local Recovery Coordinator Induction

    Core Training Courses
    Queensland Disaster Management Arrangements
    Recovery Modules 1, 2 and 3

Exercise Regime
Exercises are a key component of disaster management strategies:

- To practice coordination and liaison procedures between participating organisations in responding to a disaster event, and
- To identify and take steps to eradicate any serious procedural and functional weaknesses.

Disaster Coordination Centre Exercises
Disaster management exercises are to be conducted as follows:

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

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

If the Disaster Coordination Centre is activated an exercise may not be undertaken.

Full Local Disaster Management Group Exercises
Discussion exercises for the Local Disaster Management Group, facilitated by a representative of QFES to test the disaster management planning arrangements to be held annually.

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

Operational Plans Exercises
To be conducted prior to the review of the Operational Plans. Designated responsible agencies should prepare and conduct discussion exercises with members of the working groups to assist in the development of the operational planning process.

Evaluating Exercises
At the conclusion of each exercise a debrief will be conducted to capture issues and areas for improvement. The LDMG will consider the implementation of both hot debriefs, conducted immediately following participants' involvement in the exercise and a more detailed After Action Review, conducted within a few days of the exercise, allowing participants time to provide a more considered view of the exercise. The actions will them be provided to all LDMG members for their information and actioning where appropriate.

3.6   POST DISASTER OPERATIONAL REVIEW

Hot Debrief
This debrief is undertaken immediately after operations are complete, giving participants the opportunity to share learning points while the experience is still very fresh in their minds.
Multiple hot debriefs during protracted operations may be appropriate to identify significant issues and provide prompt solutions for immediate implementation - in protracted operations, hot debriefs are to be conducted daily. Debriefs are to be conducted by the Local Disaster Coordinator.

Post Operational Event Debrief

The Post Operational event debrief is a more formalised debrief of the event by the Local Disaster Management Group, conducted days or weeks after an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation.

Ideally this debrief should occur after each participating agency has had the opportunity to have a single agency debrief of the activity.

The LDMG may consider having the debrief facilitated by an independent person or organisation.

The debrief process will:
- seek constructive information from those being debriefed
- analyse the operation to determine what went right, what went wrong and why without trying to apportion blame
- acknowledge good performance
- focus on improving planning and procedures
- record relevant information to enable reports to be compiled;

The debrief will address:
- What happened during the event
- Areas which were handled well
- Areas where the coordination or the response could be improved
- Identified areas for amendment of plans, procedures, or training programs

The Local Disaster Coordinator will make any amendments to documentation which will be included in the regularly programmed review of the Local Disaster Management Plan.

A Post Event Operational Review Report will be completed in association with QFES – Emergency, and any perceived gaps in capacity or process should be addressed in the ongoing disaster management program.

3.7   COMMUNITY WARNING AND ALERTING SYSTEMS

Warnings will normally be issued to the public by the BOM via all popular television, radio and online media outlets, and to the LDMG. The practice of publicly displaying these warnings issued by the BOM or LDMG will be share them via Council's website and social media accounts and to print and display on notice boards at the following locations:
- Cook Shire Council offices
- Libraries
- Hospital, health and medical centres
- Local police stations
- Post Offices
- Local supermarkets
- Local businesses

Rural residents can generally be informed of warnings utilising the various telephone, radio systems and social media throughout the shire.

4 RESPONSE STRATEGY

4.1 PUBLIC INFORMATION AND WARNINGS

Community warning and alerting systems

The Cook LDMG has an important role in ensuring the notification and dissemination of warnings to members of the LDMG and elements of the community that may fall under the responsibility of LDMG member agencies.

The following list is the identified events which there can be a warning system utilised or information can be sourced to make an informed decision on issuing warning.

Warnings will normally be issued to the public by the BOM via all popular television, radio and online media outlets, and to the LDMG. The practice of publicly displaying these warnings issued by the BOM or LDMG will be share them via Council's website and social media accounts and to print and display on notice boards at the following locations:

- Cook Shire Council offices
- Libraries
- Hospital, health and medical centres
- Local police stations
- Post Offices
- Local supermarkets
- Local businesses

Rural residents can generally be informed of warnings utilising the various online, telephone and radio networks throughout the Shire.

Event	Issuing Authority	Usual Warning Method	Alt Sources Of Information	Contact Details
Cyclone Flooding Severe Storm	Bureau of Meteorology (BOM)	TV Fax Radio Social Media	Internet Fax UHF Repeaters Public notices	Internet: http://www.bom.gov.au Tropical Cyclone, Severe Weather & Tsunami Warnings 1902 935 278 Tropical Cyclone Threat Map 1902 935 277 Flood warnings 1902 935 065
Bushfire	Council/ Rural fires (QFRS)	Public Notice Phone Social Media	Internet Public Notices UHF Repeaters	Internet: www.qfes.qld.gov.au www.firenorth.org.au www.ruralfire.qld.gov.au

The Local Disaster Coordinator can also request, through the QFES representative on the LDMG, an Emergency Alert campaign to be delivered via landline and text messages to potentially affected constituents.

4.2 RESPONSE CAPABILITY

The Cook Council has limited personnel trained in selected disciplines as well as a number of vehicles, plant and equipment that can be applied to disaster response activities. Refer Appendix E – Plant and Resource

Register. Depending on the severity of the event the Cook LDMG may request additional response support through the DDCC. This will be in the form of a formal Request for Assistance

State Emergency Service

The Cook Shire Council supports the State Emergency Service Units within its region. The SES currently has headquarters in Cooktown, Lakeland and Coen.

The SES is a vital part of the QDMA, providing a response capability on behalf of the LDMG to assist communities in times of disaster or emergency situations.

The main functions of the Cook Shire SES are to:
- Perform search and rescue or similar operations;
- Help injured persons or protect persons or property from danger or potential
- danger; and
- Conduct other activities to help communities prepare for, respond to and recover from an event or disaster.

The SES also provides valuable assistance to other emergency service agencies in disaster or emergency situations.

The Cooktown SES Local Controller is a member of the Cook LDMG and in consultation with the QFES Area Controller is able to assist with planning and procedures surrounding activation and operations of SES groups in the Cook local government area.

4.3   ACTIVATION PROCEDURE

Disaster Management Executive

The Chairperson or the Deputy Chairperson of the Local Disaster Management Group and the Local Disaster Coordinator or the Deputy Local Disaster Coordinator represents the Local Disaster Management Group during the pre-impact stage of an event. Initial activation of the disaster management system within the Cook Shire Council area is at the discretion of the Chairperson of the LDMG or their delegate. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision.

Should neither of the above members of the LDMG be available, the decision may be taken by the Local Disaster Coordinator or their Deputy, who will advise the Chair, LDMG as soon as is practicable.

Alternatively the activation of the disaster management system within the Cook Shire Council area may also be activated upon request of the District Disaster Coordinator (DDC).

The plan may also be activated at the request of QFES - Emergency Management or the District Disaster Coordinator.

The Cook Local Disaster Management Group will be activated in accordance with Portfolio A5 – Activation of Local Disaster Management Group

4.4 ACTIVATION STAGES

Event Activation Table

Event	Source of Information	Initial Contact	Persons to be Notified	Contact details
Cyclone/Severe Storm	BOM/ QFES	LDC/ Chairperson	Disaster Management Group Representatives	Refer Appendix B
Rural Fire	QFRS/Public	LDC/ Chairperson	Disaster Management Group Representatives	Refer Appendix B
Flooding	BOM/Residents/ / Council Staff	LDC/ Chairperson	Disaster Management Group Representatives	Refer Appendix B

Activation at the Local Level will be in response to a local event that demands a coordinated community response. The authority to activate the Disaster Plan is vested in the Chairperson of the Cook Local Disaster Management Group or his/her delegate. It is the duty of the Chairperson or his/her delegate to inform QFES and the District Disaster Coordinator regarding the Plan's activation. The plan may also be activated at the request of QFES or the District Disaster Coordinator.

Activation stages are outlined below

Level of Activation	Definition
Alert	A heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required however the situation should be monitored by someone capable of assessing the potential of the threat.
Lean forward	An operational state prior to 'stand up' characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. Disaster coordination centres are on stand by; prepared but not activated.
Stand up	The operational state following 'lean forward' whereby resources are mobilised, personnel are activated and operational activities commenced. Disaster coordination centres are activated.
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.

		Triggers	Actions	Communications
Response Alert				
Response Lean Forward	**Recovery Alert**	▪ Response phase at 'lean forward' level of activation	▪ Appointment of LRC as appropriate ▪ Potential actions and risks identified ▪ Information sharing commences ▪ LRC in contact with LDCC/LDC ▪ Initial advice to all recovery stakeholders ▪	▪ LRC and LRG members on mobile remotely
Response Stand Up	**Recovery Lean Forward**	▪ Response phase at 'stand up' level of activation ▪ Immediate relief arrangements are required during response phase	▪ Monitoring of response arrangements ▪ Analysis of hazard impact or potential impact ▪ Relief and recovery planning commences ▪ Deployments for immediate relief commenced by recovery functional agencies	▪ LRC and LRG members on mobile and monitoring email remotely ▪ Ad hoc reporting
Response Stand Up / Response Stand Down	**Recovery Stand Up**	▪ Immediate relief arrangements continue ▪ Response phase moves to 'stand down' level of activation. Medium term recovery commences.	▪ LRG activated at LDCC or alternate location ▪ Recovery plan activated ▪ Deployments for immediate relief response ▪ Action plans for four functions of recovery activated as required ▪ Community information strategy employed ▪ Participate in response debrief ▪ Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC ▪ Action plans for four functions of recovery continue ▪ Community information strategies continue	▪ LRC and LRG members present at LDCC or alternate location, on established land lines and/or mobiles, monitoring emails ▪ LRC and LRG members involved in medium term recovery continue as required ▪ Regular reporting to LDMG/LDC
	Recovery Sand Down	▪ LRG arrangements are finalised. Community returns to normal activities with ongoing support as required.	▪ Consolidate financial records ▪ Reporting requirements finalised ▪ Participate in recovery debrief ▪ Participate in post event debrief ▪ Post event review and evaluation ▪ Long term recovery arrangements transferred to functional lead agencies ▪ Return to core business	▪ LRC and LRG members resume standard business and after hours contact arrangements ▪ Functional lead agencies report to LRC/LRG as required

Disaster Declaration

Where there is a requirement for a person or a class of persons to exercise the additional powers available under the provisions of s.77 of the Act, the District Disaster Coordinator may with the approval of the Minister, declare a disaster situation for the Disaster District or a part of the Disaster District. The District Disaster Coordinator should take reasonable steps to consult with Council prior to any declaration.

There is also provision for the Premier of Queensland and the Minister for Emergency Services to declare a Disaster Situation for the State or a part of the State.

4.5 OPERATIONAL SITUATION MANAGEMENT

Operations Functional Register			
Operations Function	Responsible Person/Agency	Contact Details	Key Accountabilities
Management Functions:			
Operations Management	LDMG / Cook Shire Council	Ref. Appendix B	Ensure that Operational Plans are current and relevant.
Local Disaster Coordination Centre	Cook Shire Council	Ref. Appendix B	Ensure that the Local Disaster Coordination Centre is appropriately staffed and resourced to deal with any event which may affect the Shire.
Resupply Operations	Cook Shire Council	Ref. Appendix B	Ensure isolated parts of the community have access to essential supplies at all times.
Communication/ Media Management	Cook Shire Council	Ref. Appendix B	Liaise with the media to ensure that the reporting is factual and timely.
Situational reporting and liaison with DDMG	LDMG / Cook Shire Council	Ref. Appendix B	Ensure that the DDMG is kept informed of the situation and any changing circumstances that may require their input or resources.
Community Mobilisation	LDMG / Cook Shire Council	Ref. Appendix B	Mobilise those members of the community required to either respond to the disaster or assist in the staffing of the LDCC.

4.6 ACCESSING SUPPORT

Due to the limited resources and people in the shire, early identification of potential requirements for support will be made and submitted to the DDCC so that assistance is available in the timeliest manner possible.

The Local Disaster Management Group will request assistance from the Cairns District Disaster Management Group in the event that resources available to them are either insufficient or inappropriate or fully utilised.

This will be done by completing and submitting a Request for Assistance form to the Cairns DDCC

Activation at the Local Level will be in response to a local event that demands a coordinated community response.

The authority to activate the Disaster Plan is vested in the Chairperson of the Cook Local Disaster Management Group or his/her delegate.

It is the duty of the Chairperson or his/her delegate to inform the District Disaster Coordinator and QFES – Emergency Management regarding the Plan's activation.

4.7 OPERATIONAL PLAN REGISTER

Below is a listing of the various documents which form a part of the Cook Shire Council's Disaster Management Plan.

Overarching Document	
Portfolio A1	Disaster Management Arrangements
Operational Plans	
Portfolio A2	Disaster Coordination Centre Activation Plan
Portfolio A3	Public Information & Warnings Plan
Portfolio A4	Evacuation Plan
Portfolio A5	Activation of Local Disaster Management Group
Portfolio A6	Evacuation Centre Management Plan
Portfolio A7	Community Emergency Support Plan
Portfolio A8	Impact Assessment Plan
Portfolio A9	Transport Plan
Portfolio A10	Financial Management Plan
Portfolio A11	Media Management Plan
Portfolio A12	Medical Services Plan
Portfolio A13	Public Works & Engineering Plan
Portfolio A14	Re-Supply Operations Plan
Portfolio A15	Cook Shire Recovery Plan
Portfolio A16	Animal Disaster Management Plan
Portfolio A17	Logistics Plan
Portfolio A18	Airport Emergency Plan – Cooktown and Coen
Portfolio A19	Cook Shire Natural Disaster Risk Management Study
Portfolio A20	Public Health Plan
Portfolio A21	Pandemic Operations Manual (including Sub Plans for Coen & Laura)

All operational plans are to be reviewed and amended, where required, each year prior to the review of the main plan. Any amendments required will be submitted to the executive of the LDMG for inclusion in the main plan during the annual review in October each year.

4.8 HAZARD SPECIFIC ARRANGEMENTS

While these events are managed by other organisations, the local area may be required to provide support to these organisations. These may include:

Primary Agency	Hazard	State and National Plans
Department of Agriculture and Fisheries	Animal and Plan Disease	Australian Veterinary Emergency Plan (AUSVETPLAN) Australian Aquatic Veterinary Emergency Plan (AQUAVETPLAN) Australian Emergency Plant Pest Response Plan (PLANTPLAN) Biosecurity Emergency Operations Manual (BEOM)
Queensland Heath	Biological (human related)	State of Queensland Multi-agency Response of Chemical, Biological, Radiological incidents
	Heatwave	Heatwave Response Plan
	Pandemic	Queensland Pandemic Influenza Plan National Action Plan for Human Influenza
Queensland Fire and Emergency Services	Bushfire	Wildfire Mitigation and Readiness Plans (Regional)
	Chemical	State of Queensland Multi-agency Response to Chemical, Biological, Radiological incidents
Transport and Main Roads	Ship-Sourced Pollution	Queensland Coastal Contingency Action Plan National Plan for Maritime Environmental Emergencies
Queensland Police Service	Terrorism	Queensland Counter – Terrorism Plan National Counter –Terrorism Plan

Adapted from Queensland State Disaster Management Plan 2016

4.9   IMPACT ASSESSMENT

Impact Note
- Impact Note is a new Survey implemented by QFES to enable staff and volunteers to report severe weather and event impact in their locality.
  - Impact Note is a valuable capability by providing quick assessments and information related to active incidents.
    - **Damage Assessment and Reconstruction Monitoring (DARMsys)** remains a separate process reporting to whole of government through QFES and the Queensland Reconstruction Authority.

Damage Assessment
- Cook Shire Council maintains responsibility for initial impact assessment inclusive of input from residents and other private and governing bodies. Local Government should request the assistance of Queensland Fires and Emergency Services to perform the initial assessment if it is unable to perform the assessment in a timely manner.

Issues to be identified include but are not limited to the following
- extent of affected area
- affected population including characteristics and condition
- emergency medical, health, nutritional, water and sanitation

Additional Damage Assessments

Additional assessments that may require being undertaken may include the following.

- damage to agriculture and food supply;
- damage to economic resources and social organisation;
- continuing or emerging threats; and levels of response and capacity.

The Cook LDMG has limited resources which can be utilised to perform these Impact Assessments. The Cook LDCC will formally request assistance from Queensland Fire and Emergency Services, if it is unable to perform the assessment in a timely manner.

Post Disaster Assessment

Post disaster assessment evaluates the disaster management system (process) as it applies during the event. The reviews and assessments required for reporting to the DDCC after an event form the basis of this requirement.

If after the event the community and resources/infrastructure are different to that pre-event a complete review will be undertaken and any modifications to the plans will be made.

Assessment of impact

Impact assessment considers the four elements of recovery: community, infrastructure, economy, and environment, these are covered in Portfolio A8 Impact Assessment Plan.

Post-disaster assessment

Post-disaster assessment evaluates the disaster management system (process) as it applied during the event. The reviews and assessments required for reporting the DDCC after an event form the basis of this requirement. If after the event the community and resources/infrastructure are different to that pre-event a complete review will be undertaken and any modifications to the plans will be made.

4.10 FINANCIAL MANAGEMENT PROCESS

Council has a pre-determined financial management process for expeditious financial authorisation during disaster related activation. These financial procedures will be utilised to manage any financial issues which are a result of an event impacting the Local Government area.

The Cook Shire Councils Financial Management process outlines the Local Governments internal financial arrangements in support of a disaster event, and the eventual financial claiming process to recoup funds.

Contents of the Councils Financial Management process includes:

- consideration of eligibility for DRFA or SDRA funding;
- authority/delegation to expend funds;
- authorised expenditures;
- recording of expenses; and
- recouping of funds.

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

4.11 RESUPPLY

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.
Further details are addressed in the Cook Shire LDMG Resupply Operations Sub-Plan.

4.12 LOGISTICS

Resource management, particularly of material resources, is an area which can cause extreme problems in the response to a disaster event. During the response to a small scale event with limited community consequences the Cook LDMG will be able to manage the following functions to a small degree.

- management;
- warehousing;
- asset recording and tracking; and
- transportation.

The Cook LDMG has a limited capacity to manage Logistics in response to a large scale event and will request District assistance to assist with the provision of this task should the need arise.

The Local Disaster Management Group and the Disaster Coordination Centre plays a key role in the immediate response period, particularly in the establishment and operation of evacuation centres. The primary responsibility for the provision of long-term recovery rests with the appropriate State and Federal community support referral agencies with Department of Communities as lead agency. Council and its Community Development Officer endeavour to support Department of Communities in the ongoing role of community recovery dependent on Council's ability to assist and the severity of the incident.
 "The primary aim of recovery is to assist the affected community to regain a proper level of functioning following a disaster", both initially and in the long-term. It is "the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being".
Recovery essentially concerns rehabilitation as well as developing the tools to mitigate against the future impacts of a disaster, and should return the community to an improved state post-disaster. Recovery efforts should identify opportunities for community development, specifically in terms of creating sustainable, safer, and more resilient communities.
The Cook Shire may establish a Local Recovery Coordinator to plan for and manage recovery phase of disaster management for the local area on behalf of the LDMG.

See **Recovery Sub Plan** for further information.

The elements of recovery are:
1. Human Social – including psychosocial recovery;
2. Road and Transport– services and lifelines;
3. Economy – including financial and political considerations, and business continuity; and
4. Environment.
5. Building

Human-Social recovery includes personal support and information, physical health and emotional, psychological, spiritual, cultural and social well-being, public safety and education, temporary accommodation, financial assistance to meet immediate individual needs and respond to uninsured household loss and damage.

Economic recovery includes renewal and growth of micro economy within the affected area, and includes individual and household entities (e.g. employment, income, insurance claims), private and government business enterprises and industry.   It includes assets, production and flow of goods and services.   It

includes capacity for the export of goods and services from the affected region and securing confidence of overseas markets.

Environment or natural environment recovery includes restoration and regeneration of biodiversity (species and plants) and ecosystems, natural resources, environmental infrastructure, amenity/aesthetics (e.g. scenic lookouts), culturally significant sites and heritage structures. It includes management of environmental health, waste, contamination and pollution and hazardous materials.

Roads and Transport recovery includes repair, reconstruction and reinstatement of road, rail, aviation and maritime infrastructure.

Building recovery includes repair and reconstruction of residential and public buildings, commercial or industrial and structures, government structures, utility structures, systems and services (water, sewage, energy, and communications) and other essential services.

As the community environment is different after a disaster, you will need to reassess the *new* risks in the *new* environment.

By considering recovery needs, you will have:
- A strategy or strategies to assist your community to recover to an improved state;
- Identified agencies that will assist in the recovery process;
- Mechanisms for assessing the impact and criticality of the disaster (prioritisation is a result of this); and
- Determined the type and level of assistance required from external sources.

With the aid of the Cooktown District Community Centre, Dept of Communities and DATSIP, Cook Shire may have some capacity to recover from a minor disaster. The Cook Shire has limited capacity to recover from a major disaster virtually all recovery functions will need to be imported and organised by the District Disaster Recovery Committee.

Operational and Action Plans

When convened for disaster recovery operations, the recovery group at the applicable level will develop an operational plan to guide its activities. This plan will be developed by the Community Development Officer in conjunction with other key stakeholders and will be discussed and developed during the group's first meeting.

At the first meeting action plans for each recovery function will be developed. Each action plan will list the tasks to be performed by the group, agencies/individuals responsible for the tasks and a timeframe for completion of the tasks.

At each subsequent meeting of each group, respective action plans will be reviewed and updated, with new information. These plans will consider emerging issues, additional actions that may be required, roles and responsibilities, arrangements for ongoing coordination across the functions and progress against the original requirements.

Operational and action plans will also identify proposed transitional arrangements that consider the requirements of affected individuals and communities. They will also include service delivery arrangements and emerging issues.

5. ELEMENTS OF RECOVERY

5.1 HUMAN SOCIAL RECOVERY

Cook Shire Council has a limited to fair provision of resources and community welfare functionality with the majority based in Cooktown. Additional support agencies will be required to assist with the recovery phase after a disaster event.

Current government and non-government human social recovery agencies are as follows:

- The Department of Communities, Disability Services and Seniors is the state lead agency for supporting <u>Human and Social</u> Recovery.
  - Following a disaster, affected individuals, households and communities may however require a range of community services and supports and depending on the circumstances may require the provision of additional services and/or specific recovery and resilience oriented activities and services. Disaster events can cause financial and emotional hardship for individuals, families and communities, significant disruptions to education, employment, housing, personal care and other social, sporting, community and personal networks. Individuals and communities have inherent strengths, assets and resources, which should be recognised, valued and used in all aspects of disaster management. Human and Social Recovery processes seek to support individuals, families and communities by building upon those strengths, and by viewing people as survivors in charge of their own lives, not as victims.
    See **Appendix H** for further details on available funding or grants.
- Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP)
- Department of Communities, Disability Services and Seniors
- Department of Child Safety, Youth and Women
- Department of Housing and Public Works
- Cooktown District Community Centre
- Gungarde Aboriginal Community Centre Corporation
- Cook Shire Council, Douglas Shire Council and Wujal Wujal Aboriginal Shire Council – Community Development Officer

The medical health requirements of the community would also need significant assistance from outside the region as there is only limited nursing staff and facilities in the shire.

5.2 BUILDING RECOVERY

Cook Shire has essential infrastructure under its control (roads, bridges, water supplies etc) and very limited resources to recover from a disaster. It would therefore require considerable assistance from outside the Shire which would be coordinated through the DDCC.

The local communities may require assistance from the LDMG to access resources such as additional medical and health services from the DDCC and other outside organisations such as the Australian Red Cross.

5.3 ECONOMIC RECOVERY

According to the National Institute of Economic and Industry Research (NIEIR), as at June 2018, the top employment industries within the Shire are mining, construction, and accommodation and food services, with a large percent of workers employed by government agencies. There is not likely to be a significant impact on the job security within the Shire following a disaster.

Many Cook Shire businesses are reliant on seasonal tourist trade to remain viable. From past events, a significant risk to the level and speed at which the local economy will recover from a disaster will be the media coverage of said event causing potential visitors to avoid, cancel or postpone their travel plans to our region.

Mechanisms and resources required to assist the community and ensure the economic recovery will mostly be required to be provided through the DDCC from outside the Shire.

5.4 ENVIRONMENTAL RECOVERY

Cook Shire has very little ability to provide environmental recovery and therefore the majority of managing environmental damage would be provided by the Department of Agriculture, Fisheries and Forestry.

5.5 ROADS AND TRANSPORT

Cook Shire will work closely with the Dept Main Roads and Transport and neighbouring Councils to ensure access to communities and critical supply chains are maintained

5.6 DISASTER RECOVERY FUNDING ARRANGEMENT (DRFA) STATE DISASTER RELIEF ARRANGEMENTS (SDRA)

The objective of the Disaster Recovery Funding Arrangements (DRFA) is to assist the recovery of communities whose social, financial and economic wellbeing has been severely affected by a natural disaster event. The DRFA Guidelines can be accessed through the internet via https://www.qra.qld.gov.au/funding

The Emergency Services Minister is responsible for activating and coordinating the delivery of DRFA assistance measures.

The intent of the State Disaster Relief Arrangement is to assist in the relief of communities whose social wellbeing has been severely affected by a disaster (natural or non-natural). The SDRA is state funded, and therefore not subject to the Australian Government imposed event eligibility provisions or activation threshold. As a consequence SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists. See **Appendix H** for further details on available funding or grants.

APPENDIX A OPERATIONAL PLANS

Portfolio No.	Description
A.2	Disaster Coordination Centre Activation Plan
A.3	Public Information & Warnings Plan
A.4	Evacuation Plan
A.5	Activation of Local Disaster Management Group
A.6	Evacuation Centre Management Plan
A.7	Community Emergency Support Plan
A.8	Impact Assessment Plan
A.9	Transport Plan
A.10	Financial Management Plan
A.11	Media Management Plan
A.12	Medical Services Plan
A.13	Public Works & Engineering Plan
A.14	Re-Supply Operations Plan
A.15	Cook Shire Recovery Plan
A.16	Animal Disaster Management Plan
A.17	Logistics Plan
A.18	Airport Emergency Plan – Cooktown
A.19	Cook Shire Natural Disaster Risk Management Study
A.20	Public Health Plan
A.21	Pandemic Operational Manual (including Sub Plans for Coen and Laura)

APPENDIX B
LDMG CONTACT DIRECTORY ....
Cook Shire Local Disaster Management Plan

Not for public release

APPENDIX C DISTRIBUTION LIST
Cook Shire Local Disaster Management Plan

Organisation	Contact	No of Copies	Controlled Copy No
Cook Shire Council	Mayor	1	1
Cook Shire Council	Deputy Mayor	1	2
Cook Shire Council	Chief Executive Officer	1	3
Cook Shire Council	Disaster Management Officer	1	4
Cook Shire Council	Director Organisational Business Services	1	5
Cook Shire Council	Director Infrastructure	1	6
Cook Shire Council	Director Community, Economy and Innovation		7
Cooktown District Community Centre	Chief Executive Officer	1	8
Queensland Fire and Emergency Services	Emergency Management Coordinator	1	9
Multi Purpose Health Service	Director of Nursing	1	10
Queensland Ambulance Service	Station OIC	1	11
Queensland Ambulance Service	Field Officer	1	12
Queensland Fire Brigade	Auxiliary Captain	1	13
Queensland Police Service	Officer In Charge	1	14
State Emergency Services	Local Controller	1	15
Volunteer Coastguard	Commodore	1	16
Rural Fire Brigade	Area Director	1	17
Ergon	Work Group Leader	1	18
Cairns District Disaster Management Group	Executive Officer	1	19
Copies Available to the Public do not include contact information			
Cooktown Library		1	20
Ayton Library		1	21

APPENDIX D DEFINITIONS
Cook Shire Local Disaster Management Plan

Disaster	A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the state and other entities to help the community recover from the disruption. For the purpose of this definition 'serious disruption' means: - the loss of human life, or illness or injury to humans; or - widespread or sever property loss or damage; or - widespread or severe damage to the environment.
Disaster Management	Arrangements about managing the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing, preparing for, and responding to and recovering from a disaster.
Disaster Operations	Activities undertaken before, during or after an event to help reduce loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event.
Emergency Preparedness	A state of readiness which enables Government agencies involved in disaster management, the private sector, communities and individuals to mobilise, organise, and provide relief measures to deal with an impending or current disaster or the effects of a disaster.
Event	- A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening; - an explosion or fire, a chemical, fuel or oil spill or a gas leak; - an infestation, plague or epidemic; - a failure of, or disruption to, an essential service or infrastructure: - an attack against the State; - another event similar to an event mentioned above. An 'event' may be natural or caused by human acts or omissions
Hazard	Something that has the potential to cause significant negative impacts on community elements (such as social, environmental and economic).
Level of Risk	Expression of the severity of a risk derived from consideration of likelihood the event will occur and the potential consequence that may arise.
Likelihood	An expression of how likely it is that a specific hazard will occur within a given time frame. It is used as a qualitative description of probability or frequency.
Risk	Used to describe the likelihood of harmful consequences, arising from the interaction of hazards, vulnerable elements (i.e. the community) and the environment.
Risk Treatment Options /Strategies	Measures contained within mitigation, preparedness, response and recovery programs that aim to eliminate of drastically reduce the level of risk.
Review	To inspect officially and in a formal, systematic way so as to ensure the currency, relevance and accuracy of plans, arrangements and associated documents.
Vulnerability	The degree to which a community may be adversely affected by a disaster. Vulnerability refers to the susceptibility and resilience of the community and environment to hazards.

APPENDIX E ABBREVIATIONS

Cook Shire Local Disaster Management Plan

ADF	Australian Defence Force
AEMI	Australian Emergency Management Institute
AHD	Australian Height Datum
AHRMS	All Hazards Risk Management Studies
BOM	Bureau of Meteorology
CEO	Chief Executive Officer
DACC	Defence Aid to the Civil Community
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
District Group	District Disaster Management Group
District Plan	District Disaster Management Plan
DMO	Disaster Management Officer
DM Act	Disaster Management Act 2003
DRFA	Disaster Recovery Funding Arrangements
EMA	Emergency Management Australia
GIS	Geographic Information System
Guidelines	Disaster Management Planning Guidelines
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
NDMS	Natural Disaster Mitigation Strategy
NDRMSP	Natural Disaster Risk Management Studies Program
NERAG	National Emergency Risk Assessment Guidelines
PPRR	Prevention, Preparedness, Response and Recovery
QAS	Queensland Ambulance Service
QDMC	Queensland Disaster Management Committee
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
RFDS	Royal Flying Doctor Service
SEWS	Standard Emergency Warning System
SES	State Emergency Service

APPENDIX F RESIDUAL RISKS

Residual risks are the risks which remain after the Local Disaster Management Group has applied the risk mitigation strategies within their capacity, but those strategies have not sufficiently reduced or eliminated the risk.

Residual risks are listed for the information of the District Disaster Management Group, in order that they may consider mitigation strategies not available to the Local Disaster Management Group.

Hazard	Important Community Item	Risk	Residual Risk
All Hazards (especially those involving multi-casualty scenarios)	Disaster Response Capacity	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity.	The community has a limited response capacity, because of its size and relative potential isolation. There is a permanent Police and Ambulance presence in the Shire, but not in large numbers. State Emergency Service and Rural Fire Service both have a small presence within several of the townships, and in the main share membership. While the capacity is there to handle smaller events, any large scale impact would require the expeditious deployment of external emergency services resources.
Cyclone / Fire	People	There is a risk to first responders and to the general population of asbestos contamination from damaged buildings.	The community does not have personnel trained in or equipped for asbestos removal. External expertise will be required.
Cyclone Flood Fire Hazmat Event	People	Various Public Health Risks	The Shire has limited access to Environmental Health Workers. In a major event, professional EHO assistance will be required for a range of public health/environmental health issues. Prior arrangements are already in place with TPHU.

Not for public release

APPENDIX H ACTIVATION MECHANISMS – FUNDING ARRANGEMENTS…………………….

The following table describes the trigger points and processes to activate financial assistance measures under the Disaster Recovery Funding Arrangements (DRFA, formerly NDRRA) or the State Disaster Relief Arrangements (SDRA). Additional measures, such as the Australian Government Disaster Recovery Payment (AGDRP) and the Australian Government Disaster Recovery Allowance (AGDRA) may be made available by the Commonwealth government.

Activation	Effect	Activation Criteria	Process
CATEGORY A *PERSONAL HARDSHIP ASSISTANCE SCHEME (PHAS)*	PHAS is designed to alleviate personal (individual and family) hardship that has arisen as a result of the disaster. The grants include: • Emergency Hardship Assistance (EHA) • Essential Services Hardship Assistance (ESHA) • Essential Household Contents Grant (EHCG) • Structural Assistance Grants (SAG)	DRFA requires evidence of personal hardship and an assessment that local capacity has been exhausted. Evidence may include requests for assistance and damage to residents' dwellings. The total costs of the disaster must exceed $240,000. A disaster declaration is not required to activate these grants. SDRA can be triggered in small disasters where costs of repair to public and private assets and personal hardship are less than $240,000. There must be at least one personal hardship case that is beyond the capacity of local services and the person does not have insurance. A disaster declaration is not required to activate these grants.	A request for assistance, which may include activating the PHAS and/or the ESSRS grants, can be initiated by: • Mayor of the affected council • LDMG Chair (if different) • District Disaster Coordinator (Queensland Police Service) This person will contact the DCDSS representative on the LDMG, or the DHSRC Chair. DCDSS works with the Queensland Reconstruction Authority to request activation of the grants under either the SDRA (approved by the Director-General, Department of the Premier and Cabinet) or the joint State/Commonwealth funded DRFA (approved by the Minister for Police, Fire and Emergency Services).
CATEGORY B Essential Services Safety and Reconnection Scheme (ESSRS)	ESSRS assists uninsured homeowners to inspect and repair damaged essential services such as electricity, gas, water and sewerage.	As above.	As above.

Activation	Effect	Activation Criteria	Process
CATEGORY B Disaster Assistance Loans for Non-Profit Organisations Essential Working Capital Loans Scheme for Non-Profit Organisations	<u>Disaster Assistance Loans</u> Concessional loans up to $100,000 to non-profit organisations to repair or replace damaged plant and equipment, and/or repair essential premises. <u>Essential Working Capital Loans Scheme</u> Concessional loans up to $100,000 to non-profit organisations that have suffered a significant loss of income by providing a loan for essential working capital required to continue operations. Both loan schemes are administered by the Queensland Rural and Industry Development Authority (QRIDA).	There must be at least one viable Non-Profit Organisation directly impacted by the disaster event that does not have adequate insurance to continue operation within the area. Non-profit organisations include religious institutions, aged persons homes, child care centres, disability support organisations, neighbourhood associations, sports clubs, non-profit schools and more.	DCDSS regional officers source information from state government agencies and local governments, industry bodies, non-government organisations and 'on the ground' observation from staff visiting affected areas to determine a need for this relief measure. If DCDSS identifies a need for the activation of this relief measure, DCDSS will contact the QRA to request activation. If local government identifies a need for activation, they are to contact DCDSS directly.
CATEGORY C RECOVERY GRANTS FOR NON-PROFIT ORGANISATIONS	<u>Standard</u> and <u>Exceptional circumstances</u> grants for non-profit organisations to repair or replace damaged equipment or repair essential premises.	• Non-Profit organisations (NPO) have suffered a significant loss of income. • Category A and B must already be activated. • Community/region/sector at risk of losing essential businesses[3]	The Department of Communities, Disability Services and Seniors will request activation using the Category C Request Form. The request may be accompanied by a National Impact Assessment Model assessment.
		Standard (up to $10k) • >15% of NPOs affected • Avg losses >$45k	Exceptional (up to $25k) • >33% of NPOs affected • Avg losses >$75k

Activation	Effect	Activation Criteria	Process
CATEGORY D Exceptional disaster assistance	An act of relief or recovery carried out to alleviate distress or damage in circumstances which are, in the opinion of the Commonwealth, exceptional.	Category D relief measures may be made available when the community is so severely affected by an eligible disaster that additional funding is required to meet particular circumstances of the event and where a gap or need for special assistance above and beyond the standard suite (Category A and B) of the DRFA assistance arises.	Local Councils can discuss Category D assistance with DCDSS. If necessary, DCDSS will prepare a business case [5]for QRA to review and on-forward to the Department of the Premier and Cabinet. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

[3] Criteria are described in more detail in the Disaster Recovery Funding Arrangements 2018 Guideline 3 – Category C assessment framework section 58
[5] Business case requirements are described in DRFA section 4.5.4