2024/2025 Local Disaster Management Plan

Burdekin Shire Council

Prepared By
Local Disaster Coordinator

Authorised By
Local Disaster Management Group

Date Prepared
October 2024

Burdekin
Shire Council

Document Control

Amendment Control

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

Local Disaster Coordinator
Burdekin Shire Local Disaster Management Group
PO Box 974
AYR QLD 4807

The LDC may approve minor amendments to this document. Any changes to the document's intent must be approved and endorsed by the Burdekin Shire Council. A copy of each amendment will be forwarded to those identified in the distribution list. Upon receipt, the amendment will be inserted into the document, and the Amendment Register updated and signed.

Amendment Register

All versions are archived; this subplan only references the last two versions.

Amendment		Plan Updated		
No / Ref	**Issue Date**	**Inserted by**	**Summary of Changes**	**Date**
10	August 2023	Eileen Devescovi	Yearly Review	14/11/2023
11	October 2024	Eileen Devescovi	Yearly Review	12/11/2024

Distribution

Distribution of this plan is controlled by maintaining this document and a Local Disaster Management Group Membership List (not available for public release). The Burdekin Local Disaster Management Group ensures compliance with the Information Privacy Act 2009 by allowing only the version that excludes personal details to be made available to the public. This plan has been distributed according to the list in Annexure A.

Endorsement

This Local Disaster Management Plan (LDMP) has been developed for the Burdekin Shire Local Government Area (LGA) and subsequently approved by the Burdekin Local Disaster Management Group (LDMG). When the LDMG approves the LDMP, it is considered live.

Mayor Pierina Dalle Cort   Eileen Devescovi
Chair Burdekin LDMG   Burdekin Local Disaster Coordinator

The Local Government's functions were advised per the Disaster Management Act (DM Act) (s80). The Burdekin Shire Council formally adopted this plan through resolution at the Council meeting held on [Day DD Month 2024].

Mayor Pierina Dalle Cort

Abbreviation List

Abbreviation	Full Title
ADWG	Australian Drinking Water Guidelines
AFMG	Are Fire Management Group
ATSB	Australian Transport Safety Bureau
BCA	Burdekin Community Association
CSS	Customer Service Standards
DDAAFS	Department of Defence Aviation and Air Force Safety (Australia)
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DFRA	Disaster Funding Recovery Arrangements
DM Act	Queensland Disaster Management Act 2003
DWQMP	Drinking Water Quality Management Plan
ELT	Executive Leadership Team - Council
EMAF	Emergency Management Assurance Framework
EMC	Emergency Management Coordinator
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
LRC	Local Recovery Coordinator
MOU	Memorandum of Understanding
NDIS	National Disability Insurance Scheme
NDMP	Natural Disaster Mitigation Program
NDRMSP	Natural Disaster Risk Management Studies Program
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
QDMTF	Queensland Disaster Management Training Framework
QERMF	Queensland Emergency Risk Management Framework
QFD	Queensland Fire Department
QPS	Queensland Police Service
REMP	Receiving Environment Monitoring Program
SBMP	Site Based Management Plan
SDMC	State Disaster Management Committee
SES	State Emergency Service
SLG	Senior Leadership Group - Council

Mayor's Foreword

The Burdekin is a great place to live, work, visit and invest; however, living in North Queensland does come with risks.

Being ready for potential disasters is essential, as they can occur without warning. Everyone should know how to respond in an emergency; your preparedness can make a significant difference.

The Burdekin community has faced various disasters, particularly flooding, and comes together to help each other. This illustrates the fortitude and sense of community in the Burdekin. Given the rising frequency and intensity of natural disasters, our Local Disaster Management Plan (LDMP) must offer a unified and coordinated strategy for managing disasters in our area.

The Burdekin Shire Council is pleased to announce the latest release of the Burdekin Local Disaster Management Plan, endorsed through the Burdekin Local Disaster Management Group (LDMG).

The plan offers a strong framework for our community and is regularly reviewed to stay effective and relevant. It considers current legislation, changes in the region's risks and lessons learned from previous disaster events.

I encourage the community to review the plan and understand its processes and strategies. The more we know and understand our risks, the better our community will be prepared for disaster events.

The agencies within the Burdekin Local Disaster Management Group (LDMG) are committed to protecting the residents and visitors in our region and safeguarding property and the environment from disaster impacts. The group's main role is to support and empower local communities in effectively managing disaster risks, responding to events, and strengthening community spirit.

During a disaster, you can stay informed with updates on emergency news, weather warnings, road conditions and power outages 24/7 by visiting the Burdekin Disaster Dashboard at disaster.burdekin.qld.gov.au or tuning in to the local community radio station 97.1 Sweet FM. In case of a life-threatening emergency, please call 000 immediately for assistance.

Take care of yourself, your family, friends, and neighbours, and stay safe.

Cr Pierina Dalle Cort
Burdekin Shire Council Mayor and Chair of the Local Disaster Management Group

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1. Administration and Governance

1.1 Authority to Plan

This plan is prepared for the Burdekin Shire under the provision of section 57(1) of the *DM Act*.

Under section 57(1) of the DM Act[1], a local government must prepare a plan (a "Local Disaster Management Plan") for disaster management in the local government's area.

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

References

To assist with disaster management, the primary references are such as but are not limited to:

(a) Queensland Disaster Management website – www.disaster.qld.gov.au
(b) Queensland Police website – www.police.qld.gov.au
(c) Queensland Reconstruction Authority (QRA) website – www.qra.qld.gov.au
(d) Queensland Government Inspector-General Emergency Management – www.igem.qld.gov.au
(e) The following are available through the Queensland Disaster Management website:
- DM Act
- Disaster Management Regulation 2014
- Queensland Disaster Management 2016 Strategic Policy Statement
- State Disaster Management Plan:
  - Queensland Recovery Plan (Sub Plan to the State Disaster Management Plan).
  - Queensland Bushfire Plan (Sub Plan to the State Disaster Management Plan).
- Townsville District Disaster Management Plan
- Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines.

1.2 Purpose

This plan details the arrangements necessary to undertake disaster management within the Burdekin Shire local government area and will support arrangements to plan and coordinate the local capability for disaster operations. This includes the communities of Airville, Alva, Ayr, Brandon, Clare, Dalbeg, Giru, Groper Creek Home Hill, Inkerman, Jarvisfield, Jerona, Kalamia, Maidavale, Millaroo, Mt Kelly, Rita Island and Wunjunga.

Additionally, it will guide Prevention, Preparedness, Response and Recovery (PPRR) operations for the LDMG, as well as lead and support agencies, and the community.

This will be achieved by:

- ensuring that community risks related to events are effectively managed
- ensuring that risks requiring district-level support are identified and communicated to the district level

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[1] DM Act

- ensuring that the local government and local groups comply with their disaster management obligations under the *DM Act* and other obligations related to disaster management that the local government determines
- to operationalise council's policies about disaster management through the formation and maintenance of the Local Disaster Management Group

1.3 Objectives

The objective of the Burdekin Shire Local Disaster Management Plan is to facilitate the implementation of effective and efficient disaster management strategies and arrangements, including:

- articulate the Queensland Disaster Management Committee's strategic policy statement for disaster management
- detail the disaster management structure for the LDMG
- list the agreed roles and responsibilities under this plan of the various agencies that have been designated to have lead agency and support agency roles in the plan
- describe the likely effects of identified threats to the community and property in the area
- provide a concept of operations that includes prevention, preparedness, response, and recovery
- provide functional and threat-specific plans and standard operating procedures to address specific threats
- incorporate findings of the various risk management studies, including mitigation strategies, into the Council's corporate governance documents and operational procedures.

1.4 Disaster Management Priorities

The Burdekin Shire Council and LDMG are committed to ensuring that their responsibilities under the *DM Act*, are executed in full by:

- building community resilience
- protecting and preserving life
- protecting infrastructure
- managing information
- coordinating recovery

Local government plays a significant role in disaster management. Under the *DM Act*, one of the local government's main roles is to ensure it has a disaster response capacity. An all-hazards approach is taken when writing disaster management plans.

1.5 Emergency Management Assurance Framework

Disaster management and disaster operations in the Burdekin Shire local government area are consistent with the *Emergency Management Assurance Framework (EMAF)*[2]. This is achieved by applying the four principles of the Framework.

These are:

- *Leadership* - Leadership is demonstrated through a commitment to building a shared culture of excellence across
  the disaster management sector. Within the context of resources and risk, strategic planning underpins clear decision-making and priorities to achieve positive outcomes and enable the community.

- *Public Safety* - Keeping the community safe is the primary driver for the continuous improvement of Queensland's disaster management arrangements. The arrangements are delivered through disaster

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[2] https://www.igem.qld.gov.au/assurance-framework

management groups focusing on the community's safety, engaging stakeholders and sharing the responsibility for disaster management.

- *Partnership* - Every Queenslander has a role in ensuring our State is resilient, risks are managed, and identified opportunities lead to improvement. Strong partnerships across the sector improve disaster management outcomes. Partnerships work well when they are well governed, have clear roles and responsibilities, and promote true collaboration.

- *Performance* - A performance culture drives disaster management's productivity and effectiveness. Productivity and effectiveness are measured by a combination of quality, quantity, cost, time, and human relationships. Performance and continuous improvement are monitored and analysed against standards.

1.6　Research

Burdekin Shire has a strong history of undertaking studies into disaster risks within our Shire.

The Burdekin Shire Council has previously undertaken the following studies under the Natural Disaster Mitigation Program (NDMP) and the Natural Disaster Risk Management Studies Program (NDRMSP):

- Chemical Spills Risk Study, May 2002 – Queensland Risk Management Consultants Pty Ltd
- Natural Disaster Risk Study, July 2003 – Queensland Risk Management Consultants Pty Ltd
- Burdekin Storm Surge Study, July 2003 – Maunsell Australia Pty Ltd
- Town of Ayr 2D Flood Study and Flood Risk Assessment, June 2012 – Engeny Water Management
- Burdekin and Haughton Flood Resilience Strategy, June 2021 – Queensland Reconstruction Authority
- Barratta Creek Flood Study, June 2021 – AECOM

1.7　State and Local Government Policy for Disaster Management

State Government Policy

The Queensland Disaster Management Arrangements (QDMA) is a whole of Government approach that requires a commitment from all levels of Government to deliver an all-hazards, comprehensive framework that responds to the community's needs.　An "all hazards" approach means one set of disaster management arrangements is usually capable of dealing with all hazards – natural and man-made.

A "comprehensive approach" encompasses the principles of – Prevention, Preparedness, Response and Recovery – and involves all levels of government and the community.

The QDMA is based on disaster management legislation in the *DM Act*.　Acts such as the *Fire and Emergency Services Act 1990*, *Public Safety Preservation Act 1986*, and the *Terrorism (Commonwealth Powers) Act 2002*, may have effect in times of disaster and provide additional powers in specific circumstances when dealing with a disaster.

The Whole-of-Government Disaster Management Arrangements in Queensland primarily aims to mitigate the effects of disasters, wherever possible or practical while preparing to respond when disasters occur.

The Arrangements have been developed with a focus on the local community, which the local government represents for the area.

Local Government Policy

The Burdekin Shire Local Disaster Management Group will ensure that the Shire's responsibilities under the *DM Act* are fully executed.　This role includes participation in developing this plan, mitigation, and operational planning, either as a lead or supporting agency.

The below diagram (Figure 1) illustrates the relationship between Local, State, and Federal Government Disaster Management Groups and emergency coordination centres during a disaster event.
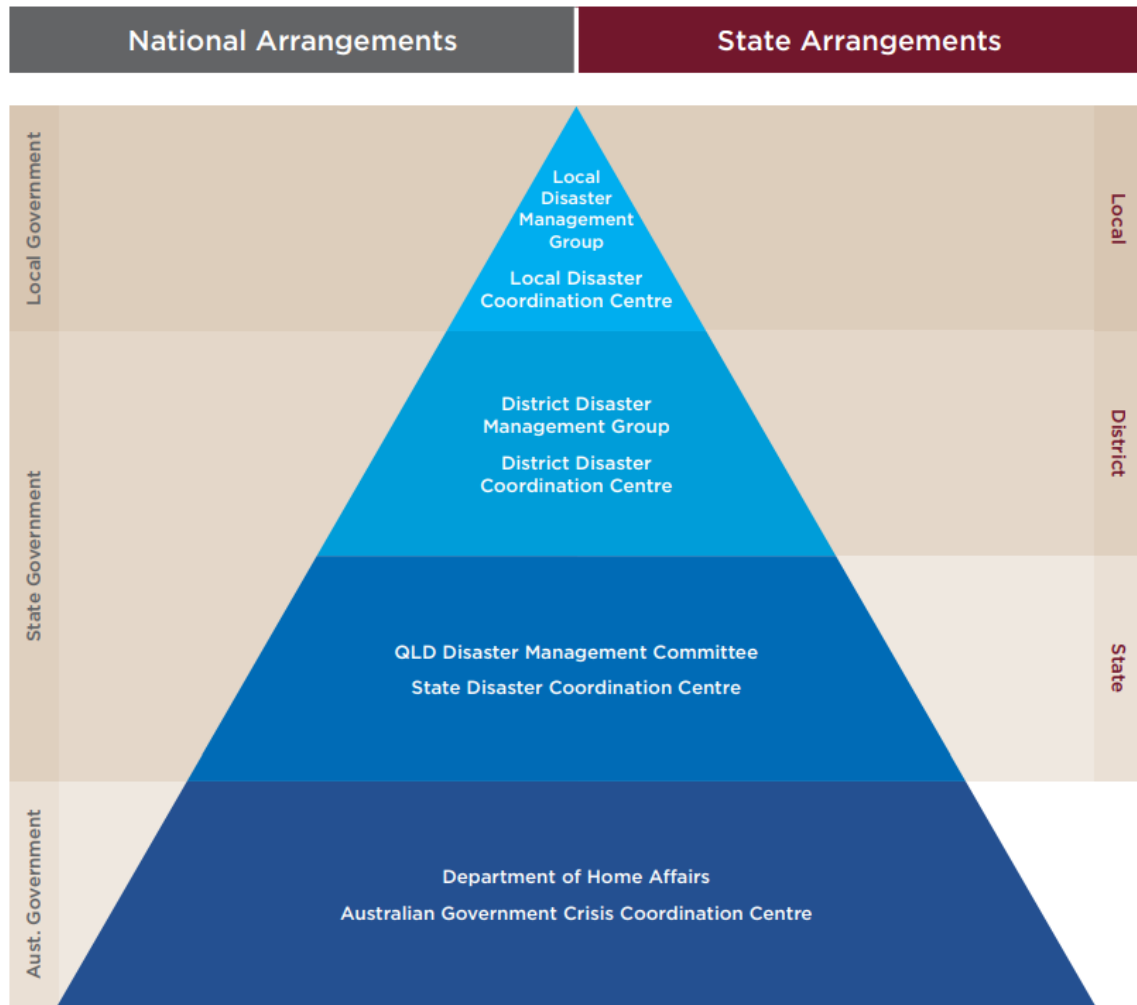
Figure 1 - Queensland Disaster Management Structure[3]

The [Emergency Management Assurance Framework](#) (EMAF)[4] provides the basis for delivering the functions of the Office of the Inspector-General of Emergency Management (IGEM) as set out in section 16C of the DM Act.

The objectives of the Emergency Management Framework are to:

- direct, guide and focus the work of IGEM to ensure all entities working in Queensland's disaster management arrangements strive to achieve positive outcomes for the community

- support continuous improvement in disaster management

- provide transparency about how IGEM delivers its functions

2. Local Disaster Management Group

2.1 Establishment

In accordance with Section 30 (1) (f) of the *DM Act*, the Burdekin Shire LDMG is responsible for managing disaster operations within the local government area under policies and procedures defined by the State Disaster Management Committee (SDMC).

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[3] [Queensland State Disaster Management Plan, P8](#)
[4] [Emergency Management Assurance Framework, P3](#)

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Under the *DM Act (section 29)*[5], a local government must establish a Local Disaster Management Group for the local government area.

Section 30 of the *DM Act*[6] details the functions of the LDMG as follows:

(a) to ensure that disaster management and disaster operations in the Burdekin Shire are consistent with the QDMC strategic policy statement

(b) to develop effective disaster management, and regularly review and assess the disaster management function within the shire

(c) to assist Burdekin Shire Council, prepare the Burdekin Shire LDMP

(d) to identify, and provide advice to the relevant district group (Townsville DDMG) about support services required by the LDMG to facilitate disaster management and disaster operations within the Burdekin Shire

(e) to ensure the Burdekin Shire community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster

(f) to manage disaster operations within the Burdekin Shire under policies and procedures decided by the QDMC

(g) to provide reports and make recommendations to the Townsville DDMG about matters relating to disaster operations

(h) to identify, and coordinate the supply of additional resources that may be used for disaster operations within the Burdekin Shire

(i) to establish and review communications systems within the Burdekin Shire, and outgoing communication systems with the Townsville DDMG and other LDMGs for use when a disaster happens

(j) to ensure information about a disaster in the region is promptly given to the Townsville DDMG

(k) to perform other functions delegated to the group under the *DM Act*

2.2 Administration

Local Disaster Management Group meetings are mandated in the *Disaster Management Regulation 2014, 12 (1)*[7]. The Local Disaster Management Group must meet at least once every six months.   The Burdekin LDMG meets on the third Friday of the month between October and April.

The Local Disaster Coordinator is responsible for the administration of the group. The following administrative tasks are to be undertaken for the group:

- keep minutes of meetings
- maintain contact lists
- maintain membership lists
- update local disaster management plan
- register correspondence
- prepare reports (as listed below)
- financial management (as detailed in the LDCC SOP)
- coordinate meetings.

The LDMG utilises the Guardian Incident Management System (IMS) to control all records during a disaster, and information is managed in accordance with Burdekin Shire Council document management procedures. This ensures that document protection, confidentiality, and waste disposal of information in the LDCC is adequately managed.

Guardian IMS is widely used throughout Queensland local governments as their preferred disaster management software and provides interoperability between LDMGs. It provides a full state-wide view in a secure and scalable, cloud-hosted environment allowing the Council to manage incidents, intelligence, and reporting.

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[5] DM Act (section 29)
[6] DM Act (section 30)
[7] DM Regulation 2014, 12 (1)

2.3 Authority to Activate the Group

The group will be convened at the request of the Chairperson of the LDMG should they believe that a threat is significant enough to warrant an activation. The level of activation will be determined by a quorum of the Local Disaster Management Group members after considering the likelihood and possible impact of the threat. The group may also be convened at the request of the District Disaster Coordinator (DDC).

The group's activation will occur independently of the activation of Disaster Funding Recovery Arrangements (DFRA). The decision to activate will be based on threat rather than financial implications.

Once the group is activated, situation reports will be compiled and submitted to the district group at a frequency determined by the Townsville District Disaster Management Group (DDMG).

The group will stand down only after the decision to cease activity has been made by the Chairperson following consultation with the District Disaster Coordinator. Once the group has stood down, a final situation report will be compiled and sent to the district group.

2.4 Development of Sub Plans

Sub plans have been developed and are to be read in conjunction with the Local Disaster Management Plan:

- Airport Emergencies
- Community Recovery
- Community Information and Warnings
- Communications
- Evacuation
- Pandemic Influenza
- Public Health
- Resupply
- Transport
- Tsunami

The council controls a number of these plans. Where plans involve multiple agencies or organisations, the Council has or is developing a memorandum of understanding (MOU) with those bodies. MOUs exist with the Queensland State Emergency Service (SES), Red Cross, GIVIT and a collaborative regional North Queensland Local Government agreement. The Burdekin Community Association (BCA) maintains the resource listing for the Community Recovery Sub Plan. BCA meets annually with all members, including the Council, to confirm the access and availability of resources. The annual meeting is minuted by BCA.

2.5 Review and Renew Plan

Under the *DM Act*, local governments are required to 'review the effectiveness of the plan at least once a year'. 'Review' will be taken to mean a process that incorporates:

- assessment of changes in hazards

- progress on the mitigation strategy (and therefore changes to exposure/risk)

- changes in community context (population, demography, socio-economic indicators)

- lessons identified from exercises, training, or disaster events

This annual review will be conducted with the QPS Emergency Management Coordinator (EMC) and members of the LDMG. Changes to the plan shall be approved by the Burdekin Shire Council and endorsed by the Burdekin LDMG.

This plan may also be reviewed under the following circumstances:

- an exercise or operational activation of the Plan highlights significant deficiencies in arrangements, systems, or processes

- changes to the risk profile of the local government area resulting in altered risk levels

- changes within the environment, community population, demographics or hazards resulting in increased risk levels
- changes to available resources or agencies with a role in delivery of disaster management response and recovery, which impacts on group capability
- changes to legislation, policy, or arrangements
- at the request of the District Disaster Coordinator
- any other circumstance where the Chairperson believes a review is warranted

Where one or more of these triggers are identified within the local area, the review will be undertaken as soon as practical, regardless of the existing timeframes of programmed reviews.

2.6 Meetings

The Burdekin Shire Local Disaster Management Group will meet:

- under normal circumstances – once per month from October to April each year; and
- under emergency/disaster conditions - at the request of the Chairperson or LDC of the Burdekin Shire LDMG or their delegate or the request of the DDC.

The quorum for LDMG meetings is half of the members plus one.

2.7 Reporting

The LDC of the Burdekin LDMG is responsible for the administrative and reporting obligations of the group. The group must undertake the following reporting:

Report:	Submitted to:	Frequency:	Format:
Meeting minutes	DDMG	Following each meeting	Council minutes
LDMG Report to DDMG	DDMG/SDMG	Quarterly	Issued by SDMG
LDMG Membership	DDMG/SDMG	Annually	With above
Situation Reports	DDMG	As negotiated	Created within Guardian IMS
Activation Report	DDMG	As required	Within Guardian IMS, email, or phone call

Additional reporting regarding exercises and training undertaken will be provided in the Agency Report from the QPS Emergency Management Coordinator at each LDMG meeting. This aligns with the Emergency Management Assurance Framework (EMAF) and demonstrates our continuous improvement process.

2.8 Membership

The Burdekin Shire Council has a legislated responsibility to establish an LDMG in accordance with *Section 29 of the DM Act*.

The Burdekin Shire LDMG comprises representatives from different agencies with shared responsibility for disaster response and recovery in the Burdekin Shire local government area. It is chaired by the Mayor of the Burdekin Shire Council and in accordance with Sections 33 and 34 of the Act.

Representatives are appointed by the Chair of the LDMG and should have the necessary expertise or experience and delegated authority to ensure the best possible disaster management is in place.

A full list of Members can be found in Annexure B (contact details are not made available to the Public).

The following is extracted from Division 3, Subdivision 3 (s33–s37) of the *DM Act*[8].

33   Membership

(1) A local group consists of the persons prescribed by regulation to be members of the group.
(2) A regulation under this section may provide for –
      (a) the appointment of the members of a local group; and
      (b) the qualifications and experience required for a person to be a member of a local group.

34   Chairperson and deputy chairperson

(1) There is a chairperson and deputy chairperson of a local group.
(2) The chairperson and deputy chairperson are the persons prescribed by regulation.
(3) A regulation under this section may provide for-
      (a) the appointment of the chairperson and deputy chairperson of a local group; and
      (b) the qualifications and experience required for a person to be the chairperson or deputy chairperson.

34A   Functions of chairperson of local group

The chairperson of a local group has the following functions:
      (a) to manage and coordinate the business of the group;
      (b) to ensure, as far as practicable, that the group performs its functions;
      (c) to report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions.

35   Local disaster coordinators

(1) The chairperson of the local group must, after consulting with the chief executive, appoint the chief executive officer or an employee of the relevant local government as a local disaster coordinator of the group.
(2) The chairperson of the local group may appoint a person mentioned in subsection (1) as a local disaster coordinator of the group only if satisfied the person has the necessary expertise or experience to be a local disaster coordinator.
(3) The appointment under subsection (2) must be in writing and may only be revoked in writing.

36   Functions of local disaster coordinator

The local disaster coordinator has the following functions –
      (a) to coordinate disaster operations for the local group;
      (b) to report regularly to the local group about disaster operations;
      (c) to ensure, as far as practicable, that any strategic decisions of the local group about disaster operations are implemented.

37   Notice about membership of local group

The relevant local government for a local group must, at least once a year, give written notice of the members of the group to—

      (a) the chief executive; and
      (b) the chairperson of the district group for the disaster district where the local group is situated.

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[8] Division 3, Subdivision 3 (s33 -s37) DM Act

2.9 Members

Role / Agency	Member
Committee Chairperson	Mayor, Burdekin Shire Council
	In the Mayor's absence, the councillor identified as the Deputy Chairperson shall assume the role of Chairperson.
Deputy Chairperson – Burdekin Shire Councillor	Councillor nominated by BSC and elected by LDMG
Local Disaster Coordinator (LDC)	Client Services Manager (CSM), Burdekin Shire Council.
Deputy Local Disaster Coordinator	In the absence of the Client Services Manager the Manager of Finance and Administration.
Council Specialist Members	Director – Infrastructure, Planning and Environmental Services
	Manager - Operations, Burdekin Shire Council,
	Manager - Technical Services, Burdekin Shire Council
	Manager – Environmental & Health Services
Queensland Fire Department (QFD)	Area Commander, Queensland Fire & Rescue
	Area Director, Rural Fire Service Queensland
State Emergency Services (SES)	Burdekin Local Controller
Qld Ambulance Service	Officer in Charge, Ayr Ambulance
Qld Police Service	Emergency Management Coordinator
	Officer in Charge, Ayr Police
Welfare Coordinator	CEO - Burdekin Community Association

All LDMG Members have a voting right and 50% plus one (1) is required for a quorum at all Local Disaster Management Group meetings where decisions or actions are to be decided.

All LDMG members will receive induction and disaster management training under the Queensland Disaster Management Training Framework (QDMTF). The Chairperson will appoint all members and their deputies in writing.

Burdekin Shire Council holds details of LDMG membership, including addresses and contact numbers, separately for privacy reasons.

2.10 Specialist Advisors

Specialist Advisors may be called upon to give specialist advice about the role and capabilities their organisation may provide to the LDMG. Specialist Advisors do not have voting rights and are not required for a quorum.

Contact details for the specialist advisors are held separately from this document and are not to be released to members of the public. The LDMG's LDC will check contact details at least once per year.

A full list of Specialist Advisors can be found in Annexure C.

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2.11 Appointment of Representative to District Group

The Burdekin Shire Mayor is appointed as a member of the Townsville DDMG in the capacity of the chairperson of the Burdekin LDMG. The Deputy Chairperson can attend the DDMG in the Chairperson's absence.

2.12 Notification of Membership to State Group

The LDC of the LDMG shall notify the State Disaster Management Group and District Disaster Management Group of the LDMG membership once per annum. Changes to the LDMG members membership will be forwarded to the state and district groups as they occur.

2.13 Sub-groups

The CEO of the Burdekin Community Association leads a Welfare Sub-Group. This sub-group is responsible for providing services to the LDMG, including catering and accommodation and updating information about local recovery centres.

A Burdekin Local Recovery Group has been identified and undertakes training for these roles.

3. Roles and Responsibilities

In accordance with Section 30 (1) (f) of the *DM Act*, the Burdekin Shire LDMG is responsible for managing disaster operations within the local government area under policies and procedures defined by the State Disaster Management Committee (SDMC).

The following organisations have accepted responsibility as lead agencies for operations associated with each hazard.

Hazard	Lead Agency
Cyclone	Burdekin Shire Council
Storm Surge	Burdekin Shire Council
Flooding	Burdekin Shire Council
Earthquake	Burdekin Shire Council
Fires – Urban/Rural	Queensland Fire Department (Fire and Rescue/Rural Fire Service Queensland)
Accidents – Road/Aircraft/Shipping/Boating	Queensland Police Service
Tsunami	Australian Tsunami Advisory Group (ATAG)
Terrorism	Queensland Police Service
Accident – Rail	Queensland Transport (Queensland Rail)
Hazardous Material Incident	Queensland Fire and Rescue
Oil/Chemical Spill (Marine Environment)	Queensland Transport (Marine Division)
Water Contamination	Burdekin Shire Council
Medical Pandemics & Epidemics	Queensland Health Department
Exotic Animal & Plant Disease	Biosecurity Queensland

3.1 Operational Register

The Burdekin Shire Council has a legislated responsibility to establish an LDMG in accordance with Section 29 of the *DM Act*. The LDMG recognises that the agencies listed above have regional disaster management responsibilities.

Roles and responsibilities have been listed in an operational register for all disaster events. The full list is in Annexure D – Roles and Responsibilities (Operational Register).

3.2 Public Health

Throughout the year, the Burdekin Shire Council is responsible for public health. During emergencies, the managers of each Council department ensure that the following functions are provided:

Safe and adequate water supply – emergency power generators are provided to all Council facilities to enable continuity of water supply if loss of power occurs during an event. The Council also has standing arrangements with Ergon Energy to provide generators at other critical sites. Compliance testing of drinking water supplies is undertaken to verify that no contamination has occurred. Residents are advised to conserve water.

Evacuation Centres/Places of Refuge or Shelter – Maintaining public health in temporary shelters established to assist those affected by a disaster is essential. It is incumbent on those providing evacuation centre services to ensure they provide safe and adequate shelter that contributes to and maintains public health.

Safe and adequate food supply – Environmental Health Officers inspect food premises to ensure compliance with food safety standards. The Community Recovery Sub Plan details the organisations responsible for the provision of food supplies in the event of a disaster.

Emergency ablution facilities – Emergency power backup is available to Council Wastewater Treatment Plants. The Council also has standing arrangements with Ergon Energy to provide generators at other critical sites. In the event of treatment plant failure, the LDMG would seek assistance from the DDMG to provide emergency ablution facilities.

Personal hygiene and infectious disease control - Managing infectious disease outbreaks is vital to maintaining public health after a disaster. Promoting the use of basic personal hygiene within the community remains the primary method of prevention.

Refuse and waste disposal – Transfer stations are in the communities of Ayr, Home Hill, Clare, and Giru. Normal refuse disposal services continue until prevented by loss of access. Services are resumed as soon as access is reinstated. The council provides industrial waste bins to isolated communities after an event, as required.

Animal management (wild/wandering livestock) – The Council will consider arrangements for managing wild and wandering livestock and will provide public messages.

Disposal of dead animals - Disasters may kill livestock and wild animals, and these animal's rotting carcasses may create a public health risk to the community. Council organises the burial of dead animals on site, if possible, or at the landfill, depending on the type of event.

Vector control – Council monitors vector breeding areas before and during events and undertakes control where necessary as soon as waters recede, and access is available. Vermin control is addressed on an 'as needed' basis.

Clean up/disinfection of buildings - Undertaking cleanup after a disaster poses a significant risk to public health as large numbers of people (emergency workers, affected individuals) move around the impact zone. Toxic waste, raw sewage, putrescible waste, and toxic bacteria all pose a threat to public health. Supplies of Sodium Hypochlorite are stockpiled for use and distribution as required. Lime can be sourced locally and at short notice.

Infectious disease control – The Council works with Queensland Health as incidents occur. Queensland Health is a specialist advisor to the LDMG.

4. Disaster Risk Management

4.1 Environmental Summary

Covering over 5,000 square kilometres, residents enjoy relaxed coastal country living, a great tropical climate and easy access to North Queensland's largest city, Townsville, just 80km north of Ayr.

Abundant water supplies, fertile soils, and an average of 300 days of sunshine annually have made Burdekin one of Australia's strongest agricultural regions. The Burdekin River, combined with a massive underground aquifer and the Burdekin Falls Dam, make the district drought resistant. The Burdekin's wealth of fertile soil, irrigation water and life-giving sunshine support current activities and emerging opportunities for farmers, businesses, and investors.

4.2 Community Context

The Shire has an estimated resident population of approximately 17,020 as at 30 June 2023[9] (ABS – Regional Population Group) and is categorised as a Rural Agricultural Very Large (RAV) Local Authority under the Australian Classification of Local Governments.

The Community comprises approximately 50.8% males and 49.2% females which comprise approximately 4417 families[10].   Over 24.2% of the population is over the age of 65, and 16.6% is under the age of 14[11].   As of 30 June 2023, the median age for Burdekin LGA was 45.9 years[12].

There are 8232[13] dwellings, with the average median weekly household income of $1,345[14].

Economics and Industry

The Shire's economy is firmly based on agribusiness, particularly the production and processing of sugar cane. The district produces about 8 million tonnes of sugar cane annually, from which 1.2 million tonnes of raw sugar is produced at the region's four large-scale mills generating an annual output of over $300 million[15]

Whilst the Burdekin has traditionally been a sugar cane growing district, Burdekin Shire Council has recently focused on facilitating opportunities for diversification to bring new and value-added industries to the district, increasing employment opportunities and stimulating the shire's economy. About 3400ha of the region is dedicated to other horticultural crops such as achacha, capsicums, mangoes, melons, pumpkins, and zucchinis.

The district's agriculture, forestry and fishing sectors are the largest employers, generating over 1,521 local jobs in 2022/23[16].

The Shire is renowned for having primary producers who are resilient, innovative, and keen to explore new opportunities to diversify their farming. Grains such as soybean, maize, sunflowers, and popcorn are becoming more commonly grown in the Burdekin. These alternative crops can result in improved sugarcane yields, lower input costs and additional income for growers that can be re-invested in the community.

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[9] Source: ABS, Regional Population Growth, Australia (3218.0). Compiled and presented in economy.id.
[10] Source: ABS, Census of Population and Housing, 2021, General Community Profile - G29.
[11] Source: ABS, Regional population by age and sex, 2021.
[12] Source: ABS 3235.0, Population by Age and Sex, Regions of Australia.
[13] Source: Australian Bureau of Statistics, Census of Population and Housing 2016 and 2021. Compiled and presented by .id (informed decisions).
14 Source: ABS, Census of Population and Housing, 2021, General Community Profile - G02
[15] Source: Australian Bureau of Statistics, Value of Agricultural Commodities Produced, Australia, 2020/21. Cat. No. 7503.0
16 Source: National Institute of Economic and Industry Research (NIEIR) ©2023. Compiled and presented in economy.id by .id (informed decisions).

The Burdekin also has a strong beef cattle farming sector contributing over $34 million[17] to the Shire's total agricultural output.

Whilst the Burdekin is one of Australia's richest agricultural regions, the area also boasts strong horticultural, aquaculture and manufacturing industries. It is recognised as having high levels of solar irradiation with two solar farms located in the district.

The aquaculture industry also continues to grow in the district, with Pacific Biotechnologies operating Pacific Reef Fisheries and an algal facility in Ayr.

4.3 Climate and Weather

The Shire experiences a humid, high-temperature climate, with a concentration of rainfall in the warmer half of the year and a high degree of rainfall variability. The average annual rainfall is 942.8mm. Daytime temperatures range from 18 – 29.2 degrees for most of the year, although short periods of heatwave conditions can be experienced. Prevailing winds are generally north-easterly in the summer and south-easterly to north-easterly in the winter months.

Being situated on the coast of North Queensland, the area can be affected by tropical cyclones between December to May. Coastal communities of Alva, Wunjunga, Groper Creek, Jerona, and adjacent rural properties, can be affected by storm tides associated with cyclonic activity. Some areas may need to be evacuated depending on the expected storm tide height.

The long-term effects of climate change in the Burdekin Region are not certain. Various models disagree on long-term projections of the impact of climate change on the dry tropic's region of Queensland. Council's most recent storm tide modelling data predicts up to 0.8 metre sea level rise by 2100.

Current climate statistics for Ayr DPI Research Station – Site number – 033002 (last updated 29 August 2024)[18]

Statistics		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years	Plot	Map
Temperature																	
Mean maximum temperature (°C)		31.8	31.6	31.0	29.6	27.6	25.5	25.2	26.3	28.2	30.0	31.2	32.1	29.2	65	1951 2024	
Mean minimum temperature (°C)		22.8	22.8	21.6	19.1	16.2	13.0	11.9	12.8	15.2	18.2	20.7	22.1	18.0	65	1951 2024	
Rainfall																	
Mean rainfall (mm)		230.5	231.0	149.0	52.3	41.1	23.3	17.7	15.4	9.7	26.4	45.2	99.7	942.8	71	1951 2024	
Decile 5 (median) rainfall (mm)		182.7	192.1	133.9	23.4	14.8	11.6	4.6	3.5	1.9	7.8	26.9	60.2		73	n/a n/a	
Mean number of days of rain ≥ 1 mm		9.6	10.3	7.8	3.6	3.1	2.3	1.7	1.6	1.2	2.2	4.0	5.7	53.1	71	1951 2024	

4.4 River Systems

The major river systems in this shire are the Burdekin and Haughton Rivers and their tributaries. Flooding of these rivers and their tributaries are a more common occurrence, due to the high incidence of rainfall, during the wet season (December to May). Such flooding, usually associated with low-pressure rain depression systems, can originate at the headwaters of the Haughton River on the Mingela Ranges or within the catchment of the Burdekin River (inland from Rockhampton to inland from Cardwell).

Major flooding of the Burdekin River affects the towns of Ayr and Home Hill and the surrounding rural communities. Major flooding of the Haughton River affects the town of Giru and the surrounding rural area. Major flooding damages and dislocates services resulting in substantial flood restoration work to both public and private assets.

The shire experienced major flooding of the Burdekin River in 1940, 1945, 1958, 1968, 1972, 1974, 1991, 2008, 2019, 2021 and 2023 and to a slightly lesser extent on many other occasions.

Flooding in the Burdekin River is often linked to tropical cyclones and heavy monsoonal rains.

Major flooding requires a large-scale rainfall situation over the Burdekin River catchment. The completion of the Burdekin Falls Dam in the 1980s has reduced to some extent the occurrence of major flooding in the lower

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[17] Source: Australian Bureau of Statistics, Value of Agricultural Commodities Produced, Australia, 2020/21. Cat. No. 7503.0
[18] http://www.bom.gov.au/climate/averages/tables/cw_033002.shtml

reaches. Major flooding still occurs in the lower reaches from the runoff produced by heavy rainfall and flooding in the lower Burdekin, Bowen and Bogie River catchments.[19]

Burdekin River[20]

The Burdekin River Basin drains an area of about 130,000 square kilometres. Two main tributaries drain the catchment, the Burdekin River flowing from the north and the Belyando River from the south and join at the Burdekin Falls Dam. Downstream of the dam, the Bowen and Bogie Rivers join the Burdekin River before it flows into the sea near Ayr and Home Hill.

Major floods, causing inundation of properties and closure of main roads, can occur along the major rivers upstream and downstream of the Burdekin Falls Dam. Downstream of the dam, major flooding in the Ayr and Home Hill areas results from either flood waters travelling down from the upper Burdekin and Belyando basin or from intense rain in areas below the dam.

Previous Flooding

Records of large floods at Ayr extend back as far as 1911. One of the largest most recent floods was recorded in February 1991 when the river rose to 12.53m at the Inkerman Bridge gauge.

http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml
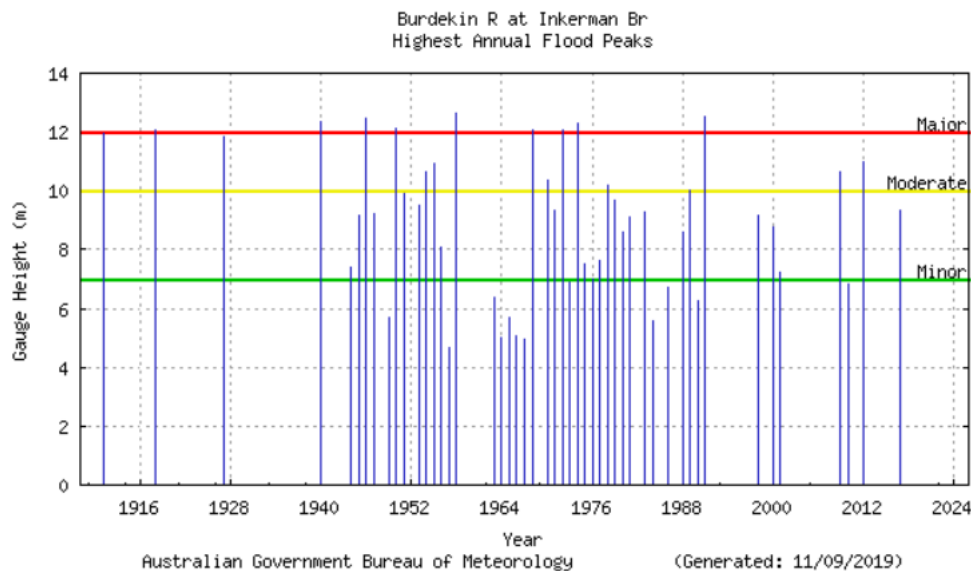
Assessment of Flood Potential

Major flooding requires a large-scale rainfall event over the Burdekin River catchment. The completion of the Burdekin Falls Dam in 1987 has, to some extent, reduced the occurrence of major flooding in the lower reaches. Major flooding still occurs in the lower reaches from the runoff produced by heavy rainfall and flooding in the lower Burdekin, Bowen and Bogie River catchments. The following can be used as a rough guide to the likelihood of flooding in the catchment:

- Average catchment rainfall of more than **200mm in 48 hours** may cause **moderate to major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Burdekin River catchment downstream of the Burdekin Falls Dam and extending into the Burdekin River delta area.
- Average catchment rainfall of more than **300mm in 48 hours** may cause **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Burdekin River catchment downstream of the Burdekin Falls Dam and extending into the Burdekin River delta area.

Flood Forecasting

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[19] http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml
[20] http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml

The Burdekin Shire Council, in conjunction with the Bureau of Meteorology (BoM), operates a flood warning system for the Burdekin River catchment. The **Burdekin ALERT System** consists of a network of automatic rainfall and river height stations.

The Burdekin ALERT Flood Warning System was completed in 1990 as a cooperative project between the Bureau of Meteorology and the Burdekin Shire Council. The system comprises of a network of rainfall and river height stations which report via VHF radio to a base station computer located in the Council office in Ayr. The stations send reports for everyone millimetre of rainfall and every 50-millimetre change in river height.[21]

The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical and tabular form. This data is also received by the Bureau's Flood Warning Centre which is used in hydrologic models to produce river height predictions.

The system provides early warning of heavy rainfall and river rises in the catchment below the dam and enables more accurate and timelier flood warnings and forecasts. The network also includes volunteer rainfall and river height observers who forward observations by telephone when the initial flood height has been exceeded at their station. DEHP also operates several automatic telemetry stations throughout the catchment that provide data during floods.

Each river height station has a pre-determined flood classification that details heights on gauges at which minor, moderate, and major flooding commences. Other flood heights may also be defined, indicating at what height the local road crossing or town becomes affected by floodwaters. The table below shows the flood classifications for selected river height stations in the Burdekin River catchment.[22]

River Height Station	First Report Height	Crossing Height	Minor Flood Level	Crops & Grazing	Moderate Flood Level	Towns and Houses	Major Flood Level
Sellheim	2.0	13.5 (B)	12.0	14.0	14.0	18.0	15.0
Taemas	3.0	4.60 (B)	5.0	-	7.0	-	8.0
Alpha	2.0	11.20 (B)	7.0	7.0	7.5	8.0	8.0
St Anns	-	-	4.0	-	6.5	-	10.0
Burdekin Falls Dam	0.0	0.0 (S)	3.0	-	5.5	-	8.0
Dalbeg	5.0	-	10.0	5.0	15.0	-	20.0
Millaroo	-	-	9.0	-	13.0	-	17.0
Clare	5.0	-	8.0	-	13.0	-	17.0
Inkerman Bridge	3.0	18.3 (B)	7.0	9.0	10.0	12.1	12.0

All heights are in metres on flood gauges.
(B) = Bridge (S) = Spillway

The BOM Flood Warning Centre issues Flood Warnings, and River Height Bulletins for the Burdekin River catchment during flood events. They are sent to radio stations for broadcast local councils, emergency services organisations and many other agencies involved in managing flood response activities. River height predictions are issued when moderate flood levels are likely to be exceeded at Inkerman Bridge.

Depending on your location within the Burdekin River catchment, further flood information can be found through any of the following councils: Charters Towers Regional Council, Isaac Regional Council, Mackay Regional Council and the Whitsunday's Regional Council.

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[21] http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#BurdekinALERTSystem
[22] http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#InterpretingFloodWarningsandRiverHeightBulletins

Haughton River

The Haughton River catchment covers an area of approximately 1,850 square kilometres and includes the major tributaries of Reid River and Majors Creek. Barratta Creek is the overflow for both the Haughton and Burdekin Rivers. The headwaters of the Haughton catchment rise in the Hervey Range.

As this is a relatively small catchment and due to the rapid response of the catchment to rainfall, travel times are very short. Heavy rainfalls over the catchment can cause major flooding of agricultural areas adjacent to the waterways and major flooding of residential and commercial areas in Giru. A levee has been constructed around the town to protect it from floods up to about 2.30m on the flood gauge.

Previous Flooding

Flood records for Giru only go back to 1978. The highest flood on record occurred in January 2019, with a peak height of 3.20 metres on the flood gauge, causing widespread inundation of the Giru township.
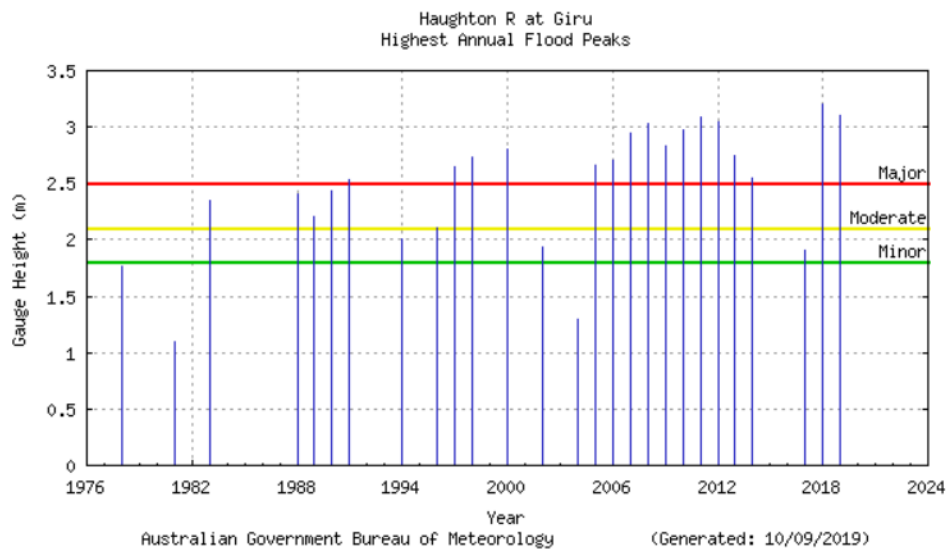
Assessment of Flood Potential

Major flooding requires a large-scale rainfall situation over the Haughton River catchment. However, the following can be used as a rough guide to the likelihood of flooding in the catchment:

- Average catchment rainfalls of more than **200mm in 24 hours** may cause moderate to **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Haughton River catchment downstream of Huston's Farm, extending into the Giru Township and Haughton River delta area.
- Average catchment rainfalls of more than **300mm in 24 hours** may cause **major** flooding and traffic disabilities to develop, particularly in low-lying areas of the Haughton River catchment downstream of Huston's Farm, extending into the Giru Township and the Haughton River delta.

Note: Completed in 2022 - The Bruce Highway between Ayr and Townsville was made more flood resilient after the $514.34 million Haughton River Floodplain Upgrade was completed. This upgrade included the construction of a new 10-metre wide, and 40-metre longer bridge than the previous Haughton River Bridge. New flood modelling for the township of Giru has been provided, and the Burdekin Shire Council is monitoring all flood events.

Flood Forecasting

The Burdekin Shire Council, in conjunction with the BoM, operates a flood warning system for the Haughton River catchment. The Haughton ALERT System consists of a network of automatic rainfall and river height stations.

The Haughton ALERT, Flood Warning System, was completed in 1993 as a cooperative project between the Bureau of Meteorology and what was the Thuringowa City Council. The system, now transferred to Burdekin Shire Council, comprises a network of rainfall and river height stations that report via VHF radio to a base station computer in the Council office in Ayr. The stations send reports for every 1 millimetre of rainfall and every 50-millimetre change in river height.

In consultation with the Burdekin Shire Council, the Bureau issues Flood Warnings for the Haughton River.

The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical and tabular form. The Bureau's Flood Warning Centre also receives this data, which is used in hydrologic models to produce river height predictions.

The system provides early warning of heavy rainfall, and the river rises in the catchment, enabling more accurate and timelier flood warnings and forecasts. The network balance consists of volunteer rainfall and river height observers, who forward observations by telephone when the initial flood height has been exceeded at their station. DEHP also operate several automatic telephone telemetry stations throughout the catchment.

The table below shows the flood classifications for selected river height stations in the Haughton River catchment:

River Height Station	First Report Height	Crossing Height	Minor Flood Level	Crops & Grazing	Moderate Flood Level	Towns and Houses	Major Flood Level
Mt Piccaninny	-	-	3.0	-	4.0	-	5.0
Major Creek	-	-	7.0	-	8.0	-	9.5
Powerline	-	-	5.0	-	6.0	-	8.0
Giru	1.0	3.5 (B)	1.8	-	2.1	2.5	2.5

All heights are in metres on flood gauges. (B) = Railway Bridge (note this is not the Bruce Highway)

The BOM Flood Warning Centre issues Flood Warnings and River Height Bulletins for the Haughton River catchment during flood events. These bulletins are sent to broadcast radio stations, local councils, emergency services, and many other agencies involved in managing flood response activities.

4.5 Critical Infrastructure and Essential Services

Power

The Burdekin Shire is serviced by reticulated electricity service provided by Ergon Energy with a 132/66/11kV Powerlink/Ergon Energy Bulk Supply Point substation located at Shadforth Road in Clare and 66/11kV Zone Substations located at East Ayr, Ayr, Kalamia, Jarvisfield, Giru, Barrattas, Mona Park, Millaroo, Haughton, Home Hill, Kirknie and Gumlu.

The Shire is supplied from north and south by a 132kV transmission line owned and operated by Powerlink.
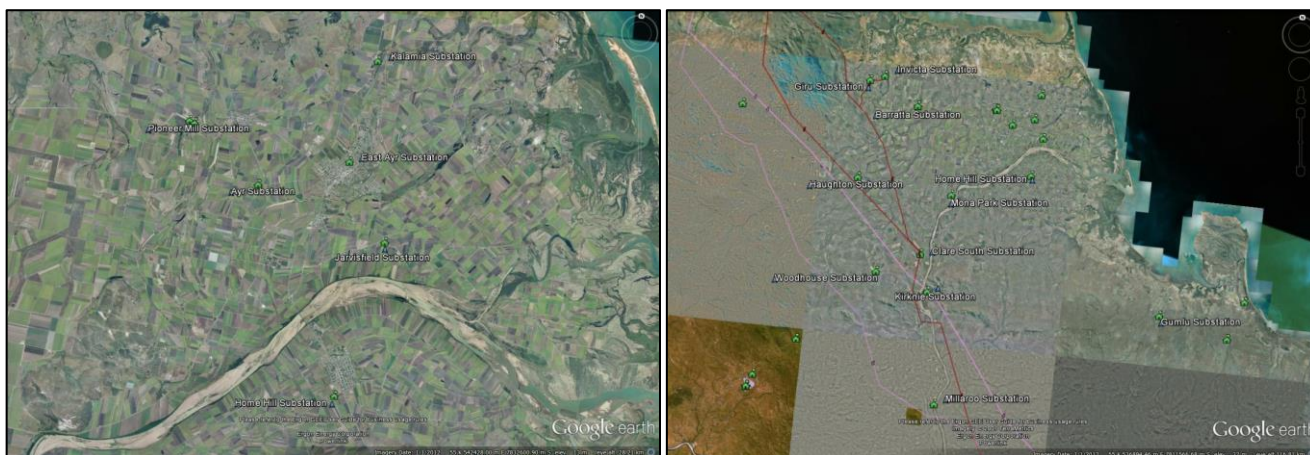
Figure 2 - Google Earth showing the Burdekin Regional Map of Substations and Zone Substations locations

Water

Burdekin Shire Council is a registered Service Provider under the *Water Supply (Safety and Reliability) Act 2008*. Council is committed to providing access to affordable, safe, and reliable drinking water to shire residents connected to those services. The Act requires the council to implement certain water quality and safety measures to ensure the continuity of services and the protection of customers' interests. It also requires the council to quantify these measures in an approved Drinking Water Quality Management Plan [DWQMP] and meet pre-determined Customer Service Standards [CSS].

The Burdekin Shire Council provides source water treatment to Australian Drinking Water Guideline (ADWG) Standards, and reticulated drinking water to Ayr, Brandon, Alva, Home Hill, Giru, and Mt Kelly whilst Sunwater provides drinking water to the Clare, Millaroo and Dalbeg communities.

The Ayr, Brandon, Home Hill, Alva, and Mt Kelly water supplies are sourced from underground bores. Construction of the Burdekin Falls Dam in 1987 provided greater assurance of raw water supply in the Burdekin River and, consequently, for supply in the Lower Burdekin Delta. Sunwater releases water from the Burdekin Dam for environmental and irrigation purposes. Lower Burdekin Water draws raw water from the Burdekin River via pump stations for distribution to cropping irrigators and recharge systems such as Plantation Creek. This keeps storage areas full and recharges the aquifers from which the Council draw the raw water for the Ayr/Brandon, Home Hill, and Mt Kelly supply schemes.

Townsville City Council (Townsville Water) provides treated drinking water under a bulk potable water supply agreement for the Giru water supply. Raw water for this supply is sourced from Sunwater's Giru weir on the Haughton River. Runoff from the Haughton catchment maintains sufficient capacity in the weir, with Burdekin River water provided to supplement catchment flows during periods of drier weather as required. Treated water is supplied under a fee-for-service agreement between Townsville City Council and Burdekin Shire Council.

All urban schemes have extensive rural reticulated services as part of their networks.

Sewerage

Burdekin Shire Council holds Certificates of Registration from the State Regulatory Authority to operate sewage treatment works. The certificates stipulate the quantity and quality of discharges permitted from Burdekin Shire Council's treatment plants.

The Ayr, Brandon, and Home Hill townships are connected to reticulated sewerage systems, which collect and deliver wastewater to the Ayr WWTP and Home Hill STP for treatment and subsequent discharge into adjacent irrigation channels. The Council is committed to operating and providing these services to the community in a manner that seeks to support ecologically sustainable development while ensuring the community continues to receive efficient and cost-effective municipal services.

Site Based Management Plans (SBMP), Customer Service Standards and Receiving Environment Monitoring Programs (REMP) detail commitments made by BSC to minimise adverse environmental impacts emanating

from sewage treatment processes. The SBMP provides site-specific information and procedures that ensure compliance with environmental authorities issued for the operation of the sewage treatment plants. These procedures and actions are consistent with the Council's Environmental Policy, and legislative requirements of the *Environmental Protection Act 1994* (EPA), including regulations and policies.

There are approximately 52 Sewage Pump Stations (SPSs) in Council's networks. Each pump station is equipped with duty and standby pumps and duty and standby-level sensors. It is capable of independent site control and is connected to Supervisory Control and Data Acquisition (SCADA) systems for remote monitoring, high-level and operational failure alarm notification, and various levels of remote operation.

Communications

Telstra owns and operates the telecommunications network, which is underground within the townships and linked to the main network via fibre optic cable and microwave radio towers. All major networks provide broadcast TV services in the towns and radio services, including local radio station 97.1 Sweet FM, which provides disaster management information to most of the Burdekin community.

The National Broadband Network (NBN) is available in the Burdekin Shire. NBN Towers provides wireless broadband connectivity for our rural residents. During a disaster, these towers must be monitored for damages or service interruption.

Transport

The Bruce Highway transects the Shire commencing at the Wangaratta Creek boundary with Whitsunday Regional Council, passing through the principal towns of Home Hill and Ayr and exiting the Shire to the northwest of Giru at the boundary with Townsville City Council. Other state-controlled (main) roads in the Shire include:

- Ayr - Dalbeg Road (#545)
- Home Hill - Kirknie Road (#5405)
- Ayr - Ravenswood Road (#5472)
- Woodstock - Giru Road (#548)

The Burdekin Shire Council constructs and maintains a network of 1,147 km of local roads, sealed and unsealed, servicing smaller urban communities and rural residential and farming properties.

The Burdekin Shire Council's transport portfolio comprises an extensive network of urban and rural, sealed and unsealed roads, plus associated road network assets.

As of 30 June 2024, the key statistics are as follows:
- 1,147 km of roads, of which 739 km is sealed (64.4%)
- 7 vehicle bridges
- 5 pedestrian bridges
- 9 major culverts
- 2,612 culverts and pipes (27.3 km)
- 47.9km of paths and cycleways
- 195 km of kerb and channel and inverts
- 32 roundabouts

The total replacement value of the Council's transport portfolio, as provided in the financial asset register on 30 June 2024, was $546.7million

Airports

The Burdekin Shire has two aerodromes and several smaller airstrips, owned and maintained by Council.

The Ayr Aerodrome is located on Aerodrome Road, Brandon, 12km from the Ayr central business district. It offers a 1,250m sealed runway capable of accepting light aircraft with a pavement concession of PCN 8/F/A/580(84psi)/U.

The aerodrome has a night lighting system with solar-powered lights.

The Home Hill Aerodrome is located on Heatley Road, Home Hill. The Home Hill Aerodrome runway is unsealed. Smaller unsealed airstrips are also located near the towns of Clare (at the corner of Dunn Road and George Road), Millaroo (Newman Road) and Dalbeg (Foreman Walsh Road).

Rail

The North Coast Railway traverses the Shire with railway stations located at Ayr, Home Hill and Giru.

WILMAR also operates a network of railway lines, servicing the cane industry to transport cane to mills at Giru, Pioneer, Kalamia and Inkerman (Home Hill).

Ayr Hospital Health Service

The Ayr Health Service is a 28-bed facility located in Ayr, a township in North Queensland. The facility employs around 160 staff and has approximately 2,400 inpatients each year, requiring care for general medical, rehabilitative, and maternity presentations. A 24-hour emergency department provides care to almost 1000 presentations monthly. Surgical services are provided by onsite and visiting Obstetric, Orthopaedic, Gastroenterology and Dental clinicians.

A community Mental Health Service is located onsite as well as an Allied Health Team of physiotherapy, occupational therapy, speech therapy and social worker providing services to Ayr, Home Hill, and the broader Burdekin Shire. Outreach services conduct clinics for Cardiac, Chronic Kidney Disease and Paediatric. Telehealth services are routinely scheduled to support all specialities.

Ayr Health also provides a Community Health service that includes child and youth health, Chronic Disease, Aboriginal and Torres Strait Islander health liaison, school-based youth health services, and a Nurse Navigator service.

Home Hill Health Service

The Home Hill Health Service opened in 1983 and is a 14-bed rural facility that provides general medical, palliative care, rehabilitation, and satellite renal dialysis unit services to the local community. The renal satellite unit has eight chairs and operates six days a week, with extra services when required.

The hospital maintains close ties with and relies on medical coverage from the Ayr Health Service.

The Home Hill Health Service provides:

- General Health Services, including general medical, Palliative care, rehabilitation, and Satellite renal dialysis
- Allied Health Services, including physiotherapy, speech therapy, occupational therapy, child health and social work.
- Specialist Telehealth Services, including chronic kidney disease clinic, gerontology, oncology, neurology, pain management, rural specialist palliative services, diabetic foot ulcer clinic and respiratory clinics.

Where possible, Ayr and Home Hill Health Services offer telehealth appointments for all specialties available at Townsville University Hospital.

Ayr also has a medical centre and several other private medical practices. Home Hill Hospital has a private medical practice on site, opening 3 days a week, Monday, Wednesday and Thursday, and a private medical centre on Eighth Ave, open 7 days a week.

Ayr also has several private dental practices.

Emergency Services

Ayr and surrounding districts have access to the following emergency services facilities:

Service	Location	Staffing
Queensland Fire Department, Fire &Rescue ***Fire and Rescue monitor operational periods and increase our capacity and capability to meet the demand.*** ***IE: Swift water crews are pre-deployed before flooding events, and operational capability is increased during high fire danger periods (weight of first attack)*** ***All Fire Appliances have road crash rescue capabilities.***	Ayr Station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity) 1 x Type 3 Fire appliance (3500 ltr/m water delivery capacity) 1 x support 4wd dual cab Ute with additional slip-on unit	Permanent crewing 7 days a week, 12 hours per day Auxiliary crew – After hours supported by permanent crew and Home Hill Auxiliary crew
	Home Hill Station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity)	Auxiliary crew supported by Ayr auxiliary and permanent crewing
	Giru station 1 x Type 2 Fire appliance (2000 ltr/m water delivery capacity)	Auxiliary crew supported by Townsville 24/7 crews, Ayr auxiliary and permanent crewing
Qld Fire Department, Rural Fire Service Qld (QFDRFSQ)	Burdekin	50 Fire Warden areas 48 Fire Wardens with 33 Deputy Fire Wardens 21 Brigades 6 Appliances 22 Slip on units 568 Volunteer members
Queensland Ambulance Service	Ayr	17 permanent officers
	Home Hill	5 permanent officers
	Giru	2 permanent officers
Queensland Police Service	Ayr	21 police officers 2 police liaison officers
	Home Hill	3 police officers
	Giru	1 police officers
	Clare	1 police officer

The Burdekin State Emergency Services (SES)

The Burdekin SES unit (a volunteer emergency and rescue service operating within the Queensland Police Service) is headquartered in Ayr. It has a Local Controller, two Deputy Controllers and five Group Leaders to coordinate the following volunteer groups:

Location	Volunteers
Ayr	10 Active members 0 Probation

	1 Applicant
Home Hill	5 Active members
	0 Probation
Giru	2 Active members
Clare	3 Active members
	0 Probation
Rita Island	7 Active members
	0 Applicant

Local Government buildings, facilities and services

Facility	Location
Council Chambers	145 Young Street, Ayr
Council Workshop & Store	Jones Street, Ayr
Burdekin Library & Burdekin Theatre	161 Queen Street, Ayr
Burdekin Memorial Hall	Ninth Avenue, Home Hill

Public buildings, spaces and events

The following table lists the events, spaces and buildings where large groups of people are likely to gather.

Building / Event	Location
Burdekin Water Festival	Ayr Showgrounds, Craig & Edwards Street, Ayr
Home Hill Harvest Festival	Eighth Avenue & Ninth Street, Home Hill
Ayr Show	Ayr Showgrounds, Craig & Edwards Street, Ayr
Giru Show	Luxton Street, Giru
Hot Days Sweet Nights Festival	Wickham Street, Ayr/ Home Hill Show Grounds, Home Hill
Burdekin Rugby League	Wickham Street, Ayr
Burdekin Rugby Union	Jones Street, Ayr
Burdekin Football	International Drive, Ayr
Burdekin Growers Race Day	Burdekin Race Club, First Street, Home Hill
Burdekin Memorial Hall	Ninth Ave, Home Hill
Burdekin Theatre	Queen Street, Ayr

5. Hazards

5.1 Natural Hazards

Queensland faces up to seven natural hazards. These have been outlined in the Queensland Emergency Risk Management Framework (QERMF) and have been identified as natural hazards that have the most significant impact on the state of Queensland.

The [Queensland State Natural Hazard Risk Assessment](#) defines Natural hazards as detailed in Figure 3.
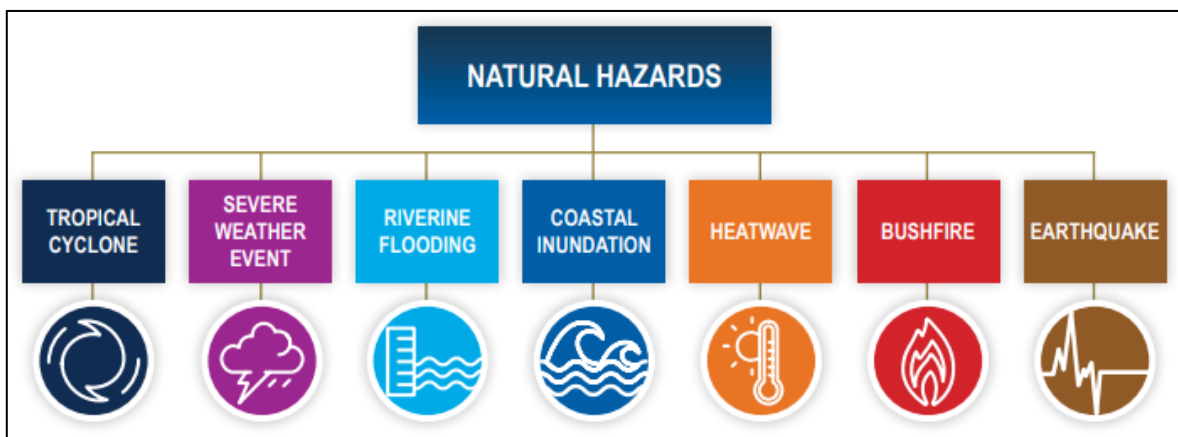
Figure 3 - Seven natural hazards are addressed in the scope of the Queensland State Natural Hazard Risk Assessment.

The main direct threats to the Burdekin Shire region have been identified as:

- Riverine Flooding (Burdekin and Haughton)
- Cyclone (Category 4-5)
- Coastal Storm Surge (Category 4-5 Cyclone)
- Cyclone (Category 1-3)
- Coastal Storm Surge (Category 1-3 Cyclone)
- Tropical Low (Monsoonal Rain)

The region is also likely to be indirectly impacted by hazards/threats in neighbouring local government areas.

5.2 Non-Natural Hazards

Several Non-Natural Hazards have also been identified that have the potential to impact the Burdekin Region.

These have been identified as:

- Hazardous Material Incidents
- Pandemics and Epidemics
- Transport Accidents
- Water Contamination

5.3 Explanation of hazards/threats

Cyclones

Tropical cyclones are low-pressure systems that form over warm tropical waters. They typically form when the sea-surface temperature is above 26.5°C. Tropical cyclones can continue for many days, or weeks, and may follow quite erratic paths. A cyclone will dissipate once it moves over land or cooler oceans[23].

Cyclones are a regular event in North Queensland and have caused significant damage to crops and structures in the past. As cyclones' paths are often erratic, it is hard to forecast exactly when and where they will cross the coast.

Tropical cyclones are dangerous because they can produce extreme winds, heavy rainfall with flooding, and damaging storm surges that can inundate low-lying coastal areas.

A list of cyclones that have threatened our region and a list of major flooding events can be found in Annexure E – Burdekin Cyclone and Flooding Events.

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23 http://www.bom.gov.au/cyclone/tropical-cyclone-knowledge-centre/understanding/tc-info/

Cyclonic Storm Tides / Storm Surge

A storm surge is a rise above the normal water level along a shore resulting from strong onshore winds and/or reduced atmospheric pressure. Storm surges accompany a tropical cyclone as it comes ashore. Intense low-pressure systems may also form in non-tropical areas.

The combination of storm surge and the normal (astronomical) tide is known as a 'storm tide'. The worst impacts occur when the storm surge arrives on top of a high tide. When this happens, the storm tide can reach areas that might otherwise have been safe. On top of this are pounding waves generated by the powerful winds. The combined effects of the storm tide and waves can knock down buildings, wash away roads and run ships aground. If you are caught in your home or a car when a significant storm surge arrives, you may not survive.

Due to cyclones' erratic nature and the only few-hour time difference between high and low tides, it is difficult to predict how high the astronomical tide will be when the storm surge strikes.

Earthquakes

Earthquakes or seismic tremors of variable magnitude could occur without warning within the region. Subsequent effects could include damage to property, disruption of essential services, loss of life or serious injury.

The likelihood of an earthquake is rare, but the consequences are high. Compared to plate margin regions, such as California or Japan, the rate of earthquakes in Australia is lower. However, Australia's earthquake activity is moderate to high relative to other intraplate regions.

Two recent earthquakes, both of 4.9 magnitude, hit the North Queensland region in April 2020 and August 2020, with the latest earthquake being felt in Townsville, which is 90 kms from the Burdekin and over 200kms from the epicentre of the quake.

Exotic Animal and Plant Diseases, including Aquaculture

The Australian economy depends, in part, on the sugar and livestock export trade. An outbreak of an exotic animal or plant disease could be crippling to these industries and the country. With some cattle production in the Shire and the slight possibility of animals landing from passing vessels on coastal areas, the potential exists for spreading exotic diseases. The responsible authority would implement urgent and stringent control measures if this did occur.

The Burdekin Region also has a growing aquaculture industry, and an outbreak of disease could be crippling to this industry.

Flood

Minor flooding occurs regularly within the region with minimal impact on residential areas. Moderate to major flooding can affect various regions, disrupting critical services and the community.

November to April, and especially February and March, are the most likely times flooding will occur. Ayr, Home Hill, Giru, and most of the smaller communities within the Shire are on a flood plain. While the towns may not always experience direct flooding, road and rail transport disruption may occur.

The Burdekin Shire Council and the BOM operate a Flood Warning system called the Burdekin Alert. This system comprises a network of rainfall and river height stations that report via VHF radio to a base station computer located in the Council office in Ayr. The stations send reports for every one millimetre of rainfall and every 50-millimetre change in river height.[24] The base station computer in the Burdekin Shire Council office collects the data and has software that displays it in graphical and tabular form. The Bureau's Flood Warning Centre also receives this data, which is used in hydrologic models to produce river height predictions.

The Burdekin Shire Council has engineering staff who understand the flood network within the Shire well and are vital to forecasting and managing information regarding floods and flooding events. The council

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[24] http://www.bom.gov.au/qld/flood/brochures/burdekin/burdekin.shtml#BurdekinALERTSystem

participated in developing the Burdekin and Haughton Flood Resilience Strategy and undertaken a Barratta Creek Flood Study to help support our mitigation strategies.

Fire

There is always the possibility or threat of an urban fire occurring in major towns or smaller townships. An Area Fire Management Group (AFMG) conducts annual meetings to assess the likely fire condition and potential for mitigation burns. The Bushfire Risk Mitigation Plan (BRMP) is the document that provided feedback to the LDMG. This is conducted in accordance with the Queensland Bushfire Plan[25] .

Fire Stations are located in Ayr, with auxiliaries at Home Hill and Giru. A large part of the Shire is under sugarcane, which is susceptible to wildfires, especially in the hotter months of the year. In the past, wildfire damage was confined to crops, animals, and fencing in rural areas.

Hazardous Material Incidents

A large part of the shire is used for sugar cane production, so significant amounts of hazardous materials, such as fertilisers, herbicides, and pesticides, are stored on farms, at agencies supplying these substances, and at sugar mills. Dangerous chemicals, including corrosive substances, are carried through the shire on road and rail transport, posing the threat of a significantly dangerous accident. The evacuation of the nearby populations may be necessary if an accident threatens life.

Council undertook a Chemical Spills Risk Study in May 2002. The report found a 'moderate' residual risk to the shire of chemical spills (rating of M28). The risk is relatively low but has consequences if a major emergency occurs. Since the report was undertaken, licensing dangerous goods locations has ceased to be the Council's responsibility. QFR is the lead agency in any chemical incident, and the Council would rely on QFRs expertise to lead the response.

The Burdekin Local Disaster Management Group was made aware in September 2018 of a very high-pressure gas pipeline that runs from Moranbah to Townsville through parts of the Burdekin Shire. North Queensland Gas Pipeline has provided a presentation. Warning signs are located along the pipeline, and designated easements have been registered through rural and urban areas, identifying the location and providing general information about the gas pipeline. The pipeline is monitored via a central control system 24 hours per day, and a Crisis Management Team has been appointed. Dedicated emergency equipment is in Townsville and Moranbah. Simulation exercises are run regularly.

Pandemics and Epidemics

A flu pandemic occurs when a new subtype of flu virus emerges in humans, causing serious disease and spreading easily and rapidly to infect large numbers of people worldwide. Unlike other disasters, a flu pandemic could be prolonged for over a year, causing large global numbers of illnesses, fatalities, economic downturns, and hardship across many sectors of society.

A flu pandemic will not directly affect physical infrastructure or assets. However, its impacts will also not be limited to those infected. It is anticipated that many people may withdraw from the workplace and society for fear of becoming infected. Others cannot participate in everyday activities because they care for children, family, and friends.

The measures that governments may take to reduce the impacts of a pandemic – including recommending that people avoid crowded places, closing schools and childcare centres, and quarantining potentially infected people – could cause significant social disruption. Businesses will likely notice that demand for some goods will drop, while demand for services such as health and welfare could stretch existing resources. Communities must find innovative ways to support each other while avoiding traditional activities that physically bring people together.

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[25]https://www.disaster.qld.gov.au/__data/assets/pdf_file/0021/340086/QLD-Bushfire-Plan.pdf

Response and recovery plans must be flexible and adaptable to the new and largely unknown virus that finally emerges and the resources available. Plans must also acknowledge that cooperation between countries, states and territories will be more important than ever.

Council has well developed business continuity plans, which have recently been reviewed due to the impact of COVID-19 on our community.

Council has developed the following to help assist and guide the LDMG and Council during a pandemic:

- 2021 Pandemic Influenza Sub Plan
- COVID-19 Remote Facility Operational Procedures
- COVID-19 Burdekin Health and Local Government Integrated Response Plan

Transport Accidents

The Bruce Highway passes through the Burdekin Shire. This major road systems carries a myriad of heavy transports (Semi Trailers, B-Doubles etc.), tourist coaches, school buses and motor vehicles. Road accidents of any size and complexity may not affect many residents directly but could stretch the capabilities of the emergency services.

Transport accidents are inevitable, and depending upon size and complexity, could involve several emergency response authorities. This is also relevant to the Queensland Government rail line, Wilmar tramway lines and, on a smaller scale, boating accidents at sea.

Only light aircraft land at the Shire's aerodrome and airstrips. There are several light aircraft in the area, and the possibility of an accident does exist.

Tropical Storms

Tropical Storms are localised, very intense low-pressure wind systems that form over tropical oceans and have winds of cyclone force. During the wet season, the Burdekin Shire is subject to frequent tropical storms, which cause property damage, vegetation destruction and disruptions to the electricity supply. Common tasks required during these events include covering unroofed properties with tarpaulins (SES) and clearing trees from roadways and other public facilities (Council).

Tsunami

A tsunami is a series of ocean waves with very long wavelengths (typically hundreds of kilometres) caused by large-scale disturbances of the ocean, such as:

- Earthquakes
- Landslide
- Volcanic eruptions
- Explosions
- Meteorites

These disturbances can either be from below (e.g., underwater earthquakes with large vertical displacements or submarine landslides) or from above (e.g., meteorite impacts).

Tsunami is a Japanese word with the English translation "harbour wave". In the past, tsunamis have been referred to as "tidal waves" or "seismic sea waves". The term "tidal wave" is misleading; even though a tsunami's impact upon a coastline depends upon the tidal level at the time a tsunami strikes, tsunamis are unrelated to the tides.

Tsunamis are also often confused with storm surges, even though they are quite different phenomena. A storm surge is a rapid rise in coastal sea level caused by a significant meteorological event, often associated with tropical cyclones.

Burdekin Shire has developed a Tsunami Response Sub Plan.

Water Contamination

Council's reticulated water system contains several reservoirs. The potential exists for these supplies to be a contamination attack target, particularly considering terrorism being experienced throughout the western world. These facilities have some security fencing; however, this fencing is only designed to deter public access to the facility and can be easily breached by any person intent on gaining access. Water contamination is considered low risk at this stage as these facilities are subject to daily checking by Council employees.

6. Risk Assessment

Burdekin Shire Council will continue to implement best practice risk assessment and management practices in the Shire and will comply with current risk management guidelines (ISO 31000:2018) and associated policy.

The Burdekin Shire Council undertook a full Natural Disaster Risk Management Study in July 2003. The study aimed to increase Community Safety through the identification, analysis, evaluation, and treatment of certain natural hazards/risks, as defined below, within the area of the Burdekin Shire:

- Cyclones (Category 1-5) – a review of past events suggested that categories 1-3 and 4-5 be examined separately:
- Flooding of the Burdekin River
- Flooding of the Haughton River
- Burdekin River Bridge Closures
- Major localised flooding (not covered above, for Ayr, Home Hill and Brandon)
- Coastal Storm Surge
- Landslide/slip
- Bushfire
- Earthquake/tremor

A significant element of the process was considering how a reduction in disaster risk can protect the community against economic failures brought about by disasters.

Burdekin Shire Council will continue implementing best practice risk assessment and management practices in the shire. The council will conduct annual reviews of our Business Continuity Plans and Corporate Risk Register. The Burdekin LDMG is responsible for reviewing the Operational Risk Register at least annually or after each disaster event.

A review of the Whole of Council - Operational Risk Register was conducted in September 2023 and considered the assessment of risk through consideration of the level of impact of risk (consequence) and the likelihood that the event would arise (likelihood). The successful foundation for disaster risk management lies in clearly identifying and understanding the level of exposure and vulnerability of a community and its assets against hazards.

Hazard identification and risk assessment are fundamental to effective disaster management and form the basis for disaster management planning and programs. Hazard identification and risk assessments should be iterative and regularly reviewed to ensure that planning is based on up-to-date, accurate data. Operational risks for the Council will be reviewed annually and immediately after any event.

Council will comply with current risk management standards (ISO 31000:2018) to achieve the following:

- a more rigorous basis for decision making and planning
- better identification of threats
- value from uncertainty and variability
- pro-active rather than re-active management
- more effective allocation of resources
- improved incident management and reduction in loss and cost of risk
- improved community confidence and trust
- improved compliance with relevant legislation and
- better corporate governance.

6.1 Operational Risks – Whole of Council

The Burdekin LDMG considers a risk base approach. Last review was conducted in October 2024.

RISK	RISK RATING
Flooding – Burdekin Dam Failure	H – 22
Tropical Cyclone – Cat 4-5	H – 21
Storm Surge – Cyclone Cat 4-5	H - 21
Flooding	M - 18
Severe thunderstorm / electrical storm / tornado	M - 18
Extreme high temperatures (>37⁰c for >3 consecutive days	M - 18
Major agricultural fire – uncontrollable	M - 17
Exotic animal or plant disease	M – 17
Earthquake	M - 17
Burdekin Bridge failure	M - 17
High Pressure Gas Pipeline	M - 17
Terrorism	M - 17
Tropical cyclone – Cat 1-3	M –16
Storm Surge – Cyclone Cat 1-3	M - 16
Bushfire (rural and interface areas)	M - 16
Major Urban Fire	M - 16
Prolonged drought	M - 16
Hazardous material accident – land, transport	M - 12
Hazardous material accident – Aquatic environment	M - 12
Epidemic/pandemic	M - 11

The council has adopted a consequence category table and a risk level and priority table. These tables allow senior management to assess each risk and provide a risk rating score.

6.2 Consequence Categories

The table below forms part of the adopted Burdekin Shire Council Risk Register and outlines the trigger points that Senior Management has adopted.

TABLE 1 – CONSEQUENCE CATEGORY						
	LEVEL	INSIGNIFICANT	MINOR	MODERATE	MAJOR	EXTREME
ENVIRONMENTAL - SPECIFIC	ENVIRONMENTAL	Brief, non- hazardous, transient pollution or damage	Minor environmental damage such as remote temporary pollution	Moderate impact on the environment; no long term or irreversible damage. May incur cautionary notice or infringement notice	Severe environmental impact requiring significant remedial action. Penalties and/or direction or compliance order incurred	Widespread and irreversible environmental damage attributed by the courts to be negligent or incompetent actions of Council
HEALTH & SAFETY - SPECIFIC	HEALTH & SAFETY	No significant injury.	An incident, the consequences of which can be managed with minimal impact e.g. first aid treatment	A significant event which can be managed under normal circumstances e.g. medical treatment	A critical event, which with proper management can be continued. Potential to cause extensive injuries, long term treatment, or fatalities.	A disaster with the extensive life-threatening impact. Potential large number of serious injuries and fatalities.
BUSINESS - SUBSETS	FINANCIAL & ECONOMIC	1% of Budget	Between 1-3% of Budget	Between 3- 6% of Budget	Between 6-11% of Budget	Above 11% of Budget
	OPERATIONAL - BUSINESS CONTINUITY	Negligible impact of Council, brief service interruption. E.g. <2 hours	Temporary and recoverable failure of Council causing intermittent service interruption E.g. 1hr- 4hrs	Failure to deliver minor strategic objectives and service plans. Temporary & recoverable failure of Council causing intermittent service interruption e.g. 4hrs- 2 days. Partial BCP action may be needed.	Widespread failure to deliver several major strategic objectives and service plans. Long-term failure of Council causing lengthy service interruption. E.g. >2 days to <1 week. Full or partial BCP action may be needed.	The continuing failure of Council to deliver essential services The removal of key revenue generation. E.g. >1 week Full BCP action required.
	INFORMATION TECHNOLOGY	Damage where repairs are required however equipment still operational. Nil/negligible loss of data and communications	Minor loss/damage to IT network/hardware/ communications. Repairs required	Isolated short to medium term loss of key IT network/ hardware/ communications	Widespread, short to medium term loss of IT network/hardware /communications	Widespread, long term loss of IT network/ hardware/ communications
	STRATEGIC/CORPORATE GOVERNANCE - REPUTATION - POLITICAL	Transient matter, e.g. Customer complaint, resolved in day-to-day management. Negligible impact from another local government.	Minor local community concern manageable through good public relations. Adverse impact by another local government.	Significant state wide concern/ exposure and short to mid term loss of support from Shire residents. Adverse impact and intervention by another local government & LGAQ.	State media and public concern/ exposure with adverse attention and long- term loss of support from Shire residents. Adverse impact and intervention by State Government	Loss of State Government support with scathing criticism and removal of the Council. National media exposure Loss of power and influence restricting decision making and capabilities
	HUMAN RESOURCES	Staff issues cause negligible impact of day to day service delivery	Staff issues cause several days interruption of day to day delivery of non- essential services	Staff issues cause failure to deliver minor strategic objectives and temporary and recoverable failure of day to day service delivery	Staff issues cause widespread failure to deliver several major strategic objectives and long term failure of day to day service delivery	Staff issues cause continuing failure to deliver essential services
	INFRASTRUCTURE, ASSET & PROPERTY	Damage where repairs are required however facility or infrastructure is still operational	Minor loss/damage. Repairs required	Short to medium term loss of key assets and infrastructure	Widespread, short to medium term loss of key assets and infrastructure	Widespread, long term loss of substantial key assets and infrastructure

6.3   Risk level/priority

The below table forms part of the adopted Burdekin Shire Council Risk Register and outlines the risk level/priorities that have been adopted by Senior Management.

TABLE 2 – RISK LEVEL / PRIORITY						
		CONSEQUENCE				
LIKELIHOOD	**DESCRIPTOR**	**INSIGNIFICANT 1**	**MINOR 6**	**MODERATE 11**	**MAJOR 16**	**EXTREME - 21**
ALMOST CERTAIN – 9	SEVERAL TIMES A YEAR >90% CHANCE OF OCCURRING	M 10	M 15	H 20	E25	E30
LIKELY – 7	ABOUT ONCE A YEAR 50-90% CHANCE OF OCCURRING	L 8	M 13	M 18	H 23	E 28
POSSIBLE – 5	MAY OCCUR ONCE EVERY 2-10 YEARS 20-50% CHANCE OF OCCURRING	L 6	M 11	M 16	H 21	E 26
UNLIKELY – 3	ABOUT ONCE IN 10-50 YEARS 1-20% CHANCE OF OCCURRING	L 4	L 9	M 14	M 19	H 24
RARE - 1	ABOUT ONCE IN 50-100 YEARS <1% CHANCE OF OCCURRING	L 2	L 7	M 12	M 17	H 22

7. Risk Treatment

7.1 Responsible Government

Council's Corporate Plan 2022 - 2027 (Section 1.2 A safe and Resilient Community) specifically identifies the Council's objectives for disaster management. The clause states:

> *1.2.1: Deliver regulatory and advisory programs.*

> *1.2.2: Facilitate partnerships to improve community safety and wellbeing, including crime prevention initiatives.*

> *1.2.3: Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness, response, and recovery to reduce the impact of disaster events.*

The endorsed methodology for assessing disaster risk in Queensland is the QERMF[26]. The framework provides a method for managing risks associated with emergency and disaster events in Queensland. It is intended for use by entities working across Queensland's disaster management arrangements and is designed to provide precise and objective measures of risk and enable continuous improvement, while being easily implemented by disaster management stakeholders across Queensland.

The QERMF has adopted the United Nations Office for Disaster Risk Reduction's (UNDRR) definition of disaster risk, describing disaster risk as a combination of five variables:

Hazard	A source of potential harm with a potential to cause loss
Probability	The probability of an event of a specified magnitude occurring over a specified period of time
Exposure	The elements within a given area that have been, or could be, subject to the impact of particular hazard
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards
Capability	The collective ability and power to deliver and sustain an effect within a specific context and timeframe

Figure 4: The Five components of disaster risk.

The Burdekin Shire Council assesses its Corporate and Organisational Risks using a similar approach to the QERMF. The Senior Leadership Team and other Executive Officers of the Council review and assess the risks using a risk-based method that looks at the following:

- evaluating the effect of a hazard manifesting based on the assessment of the severity of exposure and the level of vulnerability
- informing risk prioritisation, treatment, resource allocation and planning, and measuring this against the capability and capacity to manage the identified vulnerabilities.

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[26] Queensland emergency risk management framework | Disaster Management | Queensland Government

7.2 Management of Residual Risks

The provision of support to local governments – and planning for it – depends on a clear understanding of what aspects of risk mitigation may be beyond their capability (ability to achieve a specific and desired effect either in preparation or response) and capacity (how long the capability can effectively be sustained).

The presence of residual risk implies a continuing need to develop and support effective capacities for emergency services, preparedness, response, and recovery, together with socioeconomic policies such as safety nets and risk transfer mechanisms, as part of a holistic approach.

Within the context of Queensland and Queensland's disaster management arrangements, this includes risk that is beyond the capability and/or capacity of the local or district groups to effectively manage. Depending on the potential impacts, this may include communication and escalation of residual risk for consideration by successively higher levels within Queensland's disaster management arrangements.

Prior to referring residual risk to the next level of the disaster management arrangements for additional advice and/or support (e.g. from local to district levels), reasonable attempts at consultation should first be made with the relevant entities as part of the shared responsibility for managing risk[27].

Active, clear communication of residual risk becomes pivotal when multiple LGAs are affected by the same or similar risks and event and require support in a compressed timeframe. This has implications for the prioritisation and mobilisation of limited resources.

Throughout the risk management process, there will be residual risks. These are the risks to the Shire that cannot be reduced within the capacity of the Shire.

For the Burdekin Shire, we have identified three main residual risks:

1. **Staffing** - it is recognised that the shire may lack the personnel or specialised skill sets required during an event in the initial stages. That all agencies, including the local government, would be unable to manage response to a large event. These identified residual risks will be referred to the Townsville DDMG for inclusion in the District Disaster Management Plan.
2. **Engineering** - to remove or significantly reduce certain risks, modification of assets through engineering will be required. As an example, to flood-proof local roads, all bridges and roads must be constructed above Q100. Residual risk will remain where these engineering modifications are not cost-effective for the risk posed. The shire will accept this residual risk.
3. **Health Concerns** - Queensland Health staff and facilities would be unable to manage large volumes of admissions due to pandemic or large-scale injuries following an event. The council would request that Queensland Health increase the size and capability of the facility or have a contingency plan to manage the increased volume of patients. The LDMG will require additional medical staff and equipment from the health service district through DDMG.

8. Prevention

Prevention refers to the regulatory and physical measures taken to ensure that emergencies are prevented, measures can be both structural and non-structural and include engineering works, planning controls and land use planning, warning systems and regulations. Mitigation measures are defined as strategies aimed at decreasing or eliminating the impact of a disaster to the environment or society.

Hazard mitigation is focused primarily on reducing the likelihood of a hazard impacting a community. From a risk treatment perspective this includes measures to eliminate, avoid or substitute risk. Risk reduction involves a cohesive and proactive approach to reducing risk across all phases of a disaster. The interconnectedness of risk mitigation and treatment activities requires overall management to ensure it meets the priorities and needs of the community[28].

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[27] QFES-State-Disaster-Risk-Report-2022.pdf
[28] IGEM Emergency Management Assurance Framework

Strategies that help to mitigate or eliminate hazards across the Burdekin Shire include:
- building codes, building-use regulations, and legislation
- town planning development
- land-use planning
- compliance with legislation, regulations, and standards
- hazard reduction programs
- community education
- insurance

A detailed Mitigation Plan was developed as an outcome of the Natural Disaster Risk Management Study conducted by Queensland Risk Management Consultants (QRMC) in 2003.

The study was undertaken to provide an initial view of the risks within the Shire and identify what additional treatment options are necessary to deal with those risks. A significant element of the process was the consideration of how a reduction in disaster risk can protect the community against economic failures brought about by disasters.

9. Preparedness

Preparedness has arrangements to ensure that, should an emergency occur, all those resources and services needed to cope with the effects can be efficiently mobilised and deployed.

Preparedness is also about measures that seek to reduce the harm caused by a hazard, by reducing the community susceptibility and vulnerability, and include measures such as:

- disaster plans and procedures
- community awareness programs – Get Ready Burdekin
- local area warden program
- effective information management - collection of historical data of events
- media releases to communities
- regular maintenance programs

The Burdekin LDMG meets monthly in the cyclone/wet season (October to April) and when required during the non-wet season. The Burdekin Shire LDMG takes an all-hazard, comprehensive, agency collaboration approach to preparedness. This approach enables all agencies to consolidate their capability to prepare for disasters.

The LDMG will establish and maintain relationships with lead and support agencies, local community groups, local volunteer service groups and the community to build ownership and partnership with members of these groups to increase their overall disaster management capability. The group will also facilitate and participate in regular training and exercises.

9.1 Relief

Relief is a transitionary phase that occurs during response and short-term recovery operations. Relief includes the immediate provision of basic human needs immediately following disaster events. It is heavily focused on reducing and stabilising current impacts to prevent the impact of secondary hazards.

Communities affected by a disaster often require immediate relief, such as shelter, protection and security, food and water, and financial assistance. Relief activities should be undertaken in a way that maintains the dignity of the individual and encourages self-reliance.

To deliver effective relief measures, Council will facilitate the coordination between the community, government, not-for-profit and private sectors. It is important to recognise that relief and recovery are co-dependent. Relief measures form the initial steps of recovery.

9.2 Post-Disaster Assessment

The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.

A post-event debrief is conducted days or weeks after a response operation concludes when participants have had time to reflect on and consider the effectiveness of the operation. All agencies must have an articulated debrief plan and outline options for employee assistance in line with their respective agency's human resources policies.[29]

10.   Response

Response is the actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

The principal purpose of emergency response is preserving life and property including having well-trained resources available to respond to a hazardous situation. Response includes:

- activation of the Local Disaster Coordination Centre
- utilising all available resources to ensure timely and reliable information is provided to the community
- coordinating agencies to respond to the impacts of the disaster event.

The LDMG will implement response arrangements that identify the following:

- standard operating procedures for the coordination of the event
- mobilisation and management of resources
- communication and information networks
- implementation and maintenance of a capability register, outlining equipment capability, human resources, specialised equipment, and registers of subcontractors.

10.1 Response Strategy[30]

In accordance with Section 4a of the Act, local governments are primarily responsible for responding to disaster events in their LGA with district and state levels providing appropriate resources and support.

The transition from response operations to recovery operations will be influenced by the nature of the disaster and therefore requires a degree of flexibility. For example, transition from response to recovery in large scale or geographically dispersed events may be staged, with response and recovery operations being undertaken concurrently[31].

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[29] Queensland Prevention, Preparedness, Response and Recovery Disaster management Guidline, P69
[30] Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, P657
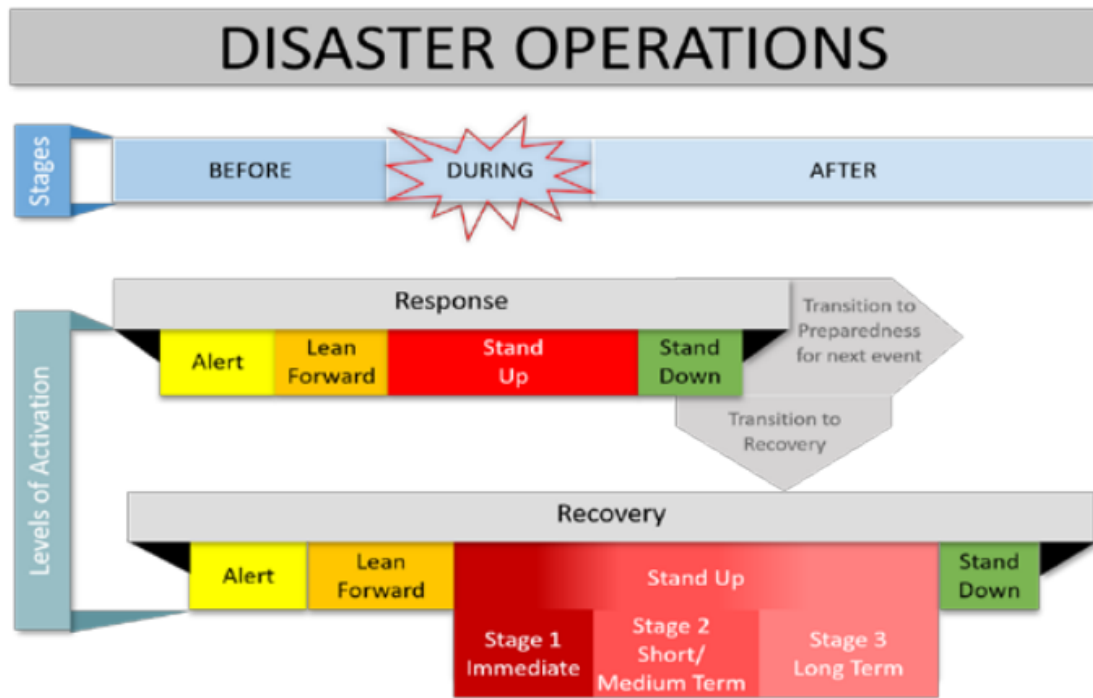[31] QRA: Queensland Recovery Plan, 2023, P27

Figure 5 - Queensland Disaster Management Arrangements Participants Guide - A diagrammatic representation of the correlation between disaster operations, response and recovery phases, levels of activation and stages of operations.

10.2 Assessment of disaster response capability

Since 2017, the Burdekin Shire Council area has experienced several cyclones. Cyclone Debbie in 2017 caused widespread damage, including flooding and infrastructure damage. Cyclone Imogen in 2021 brought heavy rainfall and flooding. Most recently, Cyclone Kirrily in 2024 caused significant damage to the electrical network causing widespread power outages, prompting disaster assistance for response and recovery efforts. The Burdekin Shire Council has access to personnel and equipment to deal with most events that threaten the shire. Burdekin Shire Council holds a complete listing of plants available to the LDMG. Widespread damage or multiple events would require the resources of the shire to be supplemented by the Townsville District Disaster Management Group (DDMG).

Burdekin Shire Council is a party to a Memorandum of Understanding (MOU) with nine (9) northern councils – that sets out a framework for cooperation between the named Councils. The aim of the MOU is to promote cooperation between the Councils in a disaster event affecting one or more of the Council areas and to promote collaboration between Councils on disaster response, recovery, mitigation, and planning arrangements.

Burdekin Shire Council has the resources to aid neighbouring shires only if the Burdekin Shire is not affected at the time. The resources needed to manage an event in the shire would detract from Council's abilities to continue many of its normal functions for the duration of the incident.

Burdekin Shire Council has predominantly activated for flooding in the past. In the event of an incident with little or no warning and widespread damage, e.g., an earthquake, local emergency response agencies would be quickly overwhelmed. In this event, additional resources would be requested from Townsville, approximately 90kms to the north.

During major or prolonged flooding, the LDMG may need to request a resupply of essential goods from the Townsville DDMG for townships within the shire's area of responsibility.

10.3 Response Capability

The current response capability is achieved through:

- the Burdekin Shire Local Disaster Management Group

- the Burdekin Shire Council's workforce
- the Burdekin Shire State Emergency Service units
- the capabilities of the various lead and support agencies as detailed in the various roles and responsibilities within this plan

Measurement of response capability may be achieved through operational activation of the LDMG or by conducting exercises that test all or parts of the Burdekin Shire LDMP. The LDMG will maintain a database of suitable community organisations that can help during periods of activation and recovery, including their capability and capacity of assistance. This database is managed through additional Sub Plans and additional documentation to the LDMP and Council's disaster management program.

Council has provided an assessment of current capability and possible assistance that may be requested through the Townsville DDMG as identified through an examination of current arrangements. For a complete list, please refer to Annexure F.

10.4 Vulnerable Persons

There are many definitions for "vulnerable" when identifying vulnerable people or communities. Being vulnerable depends on the type of event and the effect the event has had on you or your family. People with disabilities are twice as likely to be injured or socially isolated during natural disasters.

Community Recovery in partnership with Queenslanders with Disability Network, Community Services Industry Alliance and The University of Sydney has launched the Disability Inclusive Disaster Risk Reduction Framework and Toolkit, to ensure Queensland is inclusive of the needs of people with disabilities before, during and after disaster[32].

Some people with disability need tailored emergency preparedness plans that consider how they will manage their unique support needs in emergencies.

The Person-Centred Emergency Preparedness (P-CEP) Workbook is part of a growing suite of tools developed to enable people with disability to make emergency preparedness plans tailored to their individual support needs.

Each year the Burdekin LDMG works closely with BCA and the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts to ensure vulnerable persons are considered and planned for.

On an annual basis, and if the need arises, the LDC will brief the following agencies:

- Burdekin Community Association (networks with multiple vulnerable groups within the community)
- Ayr Hospital (oxygen therapy patients and those with other special medical needs)
- Regis Aged Care facilities – Ayr and Home Hill
- Flexi Queensland
- Burdekin Neighbourhood Centre
- Everglow Community Care Links
- Deaf Services Qld
- Other National Disability Insurance Scheme (NDIS) services as advised

In the event of activating, the LDMG will engage with the above groups and post information to the Guardian IMS to ensure that reporting to and from those agencies is accurately recorded and, as a result, the needs of vulnerable community members are considered.

10.5 Resupply

The LDC and most of the members of the LDMG have undertaken resupply training. If extraordinary resupply is required within the Burdekin LDMG area, the Area Coordinator, Emergency Management

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[32] https://www.qld.gov.au/community/disasters-emergencies/disasters/supporting-vulnerable-people

QPS, would be requested to oversee resupply activities in accordance with the Queensland Resupply Guidelines.

Requests for resupply will be recorded in the Guardian IMS and processed by the LDCC.

10.6 Planning Assumptions

The Burdekin Shire can manage events that occur in the shire regularly. These include minor to moderate flooding, low-impact cyclones, fires with minimal structural damage and short-duration storms. Larger scale events in the shire, or multiple events, would require the support of outside agencies.

The shire can affect small-scale evacuations; however larger scale evacuation with prolonged shelter phases would require assistance outside of the Shire.

While the Shire has access to a range of services, it recognises the limitations within these services.

Events that would be beyond the capacity of the shire include, but are not limited to:

- flash flooding of significant numbers of dwellings
- high impact cyclones
- earthquake with multiple structural failures
- exotic animal disease
- events that require long-term housing for evacuated persons
- events with multiple fatalities or multiple serious injuries.
- pandemic - COVID-19 – Large-scale infections and hospitalisation

10.7 Operational Planning

Operational planning for the location, set up, manning and operations of the Local Disaster Coordination Centre (LDCC) are documented in standard operational procedures.

LDCC roles have been identified, and the appropriate training is carried out annually. Role descriptions are available.

11. Capacity Building

11.1 Community Engagement

The Burdekin Shire Council will ensure that public education material about floods, cyclones, storms, and emergency procedures is available at the Shire administration building and on the Council's website.

The council has developed and produced a community-based Emergency Action Guide. This guide provides information on natural disasters that may affect the Burdekin Shire. The guide will help community members with five (5) essential steps on what to do to be prepared:

- prepare your emergency plan
- prepare your emergency kit and evacuation kit
- prepare your family, pets, home, yard, and belongings
- find information during a disaster
- understand the risk and likelihood of disasters within our community

The Emergency Action Guide is available for all residents and visitors and can be downloaded from the Council's website or a copy provided by the Customer Service Centre at the Council Chambers.
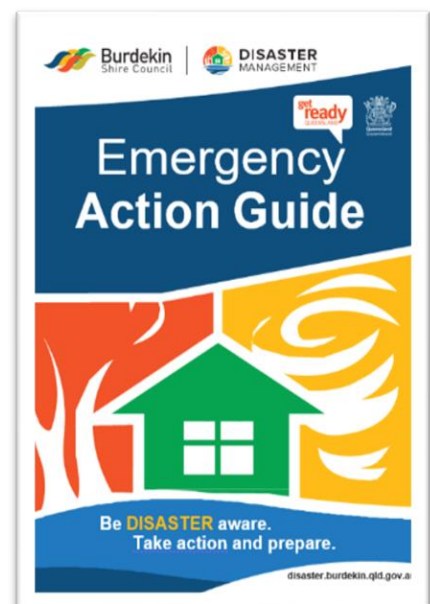
Before the onset of the traditional wet season, the Burdekin Shire Council will endeavour to engage the Community in a multitude of different formats.
This will include the following:

- Burdekin Disaster Dashboard – disaster.burdekin.qld.gov.au
- Council's website – Emergency Management page
- Facebook and other social media channels
- Emergency Action Guide
- Information Stalls
- School Education Programs
- Information packs at our Customer Service Centres
- Community information displays at public locations such as the libraries
- Council's Public Electronic Message Board (Giru and Home Hill)
- Local area warden program
- Series of community targeted videos for preparedness and volunteer engagement
- Public broadcasting through 97.1 Sweet FM radio station and other commercial radio stations (e.g. ABC radio)

11.2 Public Information

The LDMG, emergency services and Council have identified resources available for communicating and distributing information on hazard awareness, household preparedness and emergency planning information about events and recommended actions. Where possible, mitigation strategies have been put in place to minimise the vulnerability of these assets to hazards. The LDMG works closely with other entities and agencies responsible for public information.

The Burdekin Disaster Dashboard, Council's website, broadcast radio, electronic message boards (Home Hill and Giru) and social media will be the primary mediums to disseminate warnings and advice.

Warnings of natural disasters (e.g., cyclones and floods) will be issued in the first instance to the Burdekin Shire LDMG LDC and Chairperson, the SES Local Controller, and media agencies from the appropriate warning agency. It is recommended that the community obtain information from reliable sources such as the Burdekin Shire Council, and the Bureau of Meteorology and Emergency Services.

During floods and other events, the Council will work closely with the media to ensure that the condition of roads and other hazards in the shire are widely disseminated. This aims to assist in reducing the number of persons becoming stranded in the town and on roads in the shire.

The Burdekin Shire Council has comprehensive community information on its website (Emergency Management section) and also Council's Disaster Dashboard. Residents of the Burdekin Shire can now access up-to-date information during a disaster using these online platforms. The dashboard is designed as a "one-stop" location. It will give residents and visitors a single point of reference for information updates in emergencies, so that they can make informed decisions.

11.3 Dissemination

Upon implementation of this Plan, all public warnings will be disseminated through the LDCC upon recommendation of the lead agency and on the authorisation of the Chairperson of the LDMG or their delegate.

The LDMG will decide the appropriate means of delivering warnings to shire residents, depending upon local conditions, e.g., evacuation to safe housing, etc. The LDMG has access to email details for all electronic and print media in the North Queensland area. The LDMG also utilises the Burdekin Shire Council website, Disaster Dashboard, electronic message boards (Home Hill and Giru) and a dedicated Facebook page to communicate with the community.

Full use is also made of local radio, commercial radio, and television broadcasts. The Burdekin Shire LDMG has a protocol that allows 97.1 Sweet FM to issue the latest public warning. The LDMG can override 97.1 Sweet FM programming if necessary.

In addition, through the LDCC Request for Assistance, the LDMG may issue Emergency Alert messages to the community as appropriate and in accordance with the Emergency Alert Queensland Operational Guidelines.

11.4 Expected Warning Timelines

Hazard	Warning Notice	Expected Timeline
Cyclone	Issued by BoM	As per BoM guidelines
Cyclonic Storm Tides / Storm Surge	Issued by BoM or another relevant agency	As per BoM / other agency guidelines
Earthquakes	Not applicable	Not applicable
Exotic Animal and Plant Diseases	Issued by the relevant agency	As per relevant agency guidelines
Flood	Issued by BoM	As per BoM guidelines.
Fire	Issued by QFD	As per QFD guidelines
Burdekin Falls Dam failure	Issued by Sunwater	Immediate response - As Per Burdekin Falls Dam EAP
Hazardous Materials Incidents	Issued by QFR	As per QFR guidelines
Pandemics and Epidemics	Issued by Queensland Health	As per Queensland Health guidelines
Transport Accidents	Not applicable	Not applicable
Tropical Storms	Issued by BoM	As per BoM guidelines
Tsunami	Issued by BoM	As per BoM guidelines
Water Contamination	Issued by Burdekin Shire Council	When contamination is suspected and until the contamination has been confirmed or eliminated.
Terrorism	Not applicable. QPS lead agency and to confirm terrorism attack	Not applicable
High-pressure gas pipeline explosion	Not applicable. QFR lead agency and to confirm warning area and notices	Immediate response

11.5 Training and Exercises

Disaster management training and exercises will be conducted throughout the year. Before the onset of the wet season, the Chairperson and Local Disaster Coordinator of the Burdekin LDMG will ensure that members are confident in their roles within the group.

Burdekin Shire Council may experience staff turnover throughout the year, so the Local Disaster Coordinator and the Disaster Management Officer will ensure that new members are trained in their roles according to the Queensland Disaster Management Training Framework (QDMTF).

The Local Disaster Coordinator and Disaster Management Officer will work with the QPS Emergency Management Coordinator to identify the group's training and exercise shortfalls. The LDC maintains a training register undertaken by the LDMG members and the Council's specialist advisor personnel. The

QPS Emergency Management Area Coordinator maintains a Training Needs Analysis (TNA) spreadsheet for all LDMG members, their deputies, and advisors.

The Burdekin LDMG will endeavour to participate in either a local, district or state disaster management exercise each year. The need for an exercise is removed if the LDMG is activated and a full response is undertaken. After each activation, a full debrief will be mandatory, and an evaluation component will be included in each exercise.

11.6 Post-Disaster Debrief

The review of operational activities undertaken during a disaster is a key component in ensuring capability development and the continuous improvement of disaster management arrangements.

The Burdekin LDMG may choose to review its operations following an event through one or more of the following:

Debrief Type	Description
Hot debrief	A short debrief (30 minutes maximum) is undertaken immediately after operations are complete allowing participants 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. These debriefs will be instigated and organised by the LDC and based on Annexure J – Post Disaster Review Templates. Notes from these debriefs will be distributed as soon as practicable.
Post-event debriefs	To be held within one (1) month following an operation, when participants have had an opportunity to take a considered view of the effectiveness of the operation. Minutes from the post-event debrief will be distributed as soon as practicable and tables at the next meeting of the LDMG.

Recommendations resulting from the reviews will be reported to the LDMG for consideration and action. Outcomes will be forwarded to the District Disaster Coordinator for consideration.

The LDC will prepare an Activation Summary Report (refer to Annexure J) after the completion of the above reviews. This report will be tabled at the next LDMG and council meetings.

12.   Activation Strategy

12.1 Warning Notification and Dissemination

LDMG members will receive warning notifications via several means.

The District Disaster Coordinator will receive notification directly from the State Disaster Coordination Centre (SDCC) and internally through Queensland Police Service Communication Centres and will ensure the dissemination of warnings to vulnerable LDMGs within the district.

The Burdekin Shire LDMG will be notified by the Bureau of Meteorology and the SDCC and may also receive notification from other authorised lead agencies.

Several agencies will also receive warnings directly from the Bureau of Meteorology.

Details regarding responsibility for notification processes within LDMG member agencies are detailed in respective agency plans. Agency plans may include detailed contact registers to achieve dissemination of warnings.

In summary, each   Burdekin LDMG member is responsible for notifying their agency or group of any warnings of relevance.

The community will receive warning notifications via several means, including but not limited to Facebook and other social media, the disaster dashboard, local media, shop windows, Emergency Alert messages, SES door-knocking and electronic notice boards.

12.2 Activation

The local levels of response activation and associated triggers, actions and communications are outlined in Annexure G.

The group will be convened at the request of the Chairperson of the LDMG should they believe that a threat is significant enough to warrant an activation. The level of activation will be determined by a quorum, of the Local Disaster Management Group members after considering the likelihood and possible impact of the threat. The group may also be convened at the request of the District Disaster Coordinator (DDC).

Activation of the LDMG has been based on the levels of activation in accordance with the "Activation Response Model" of the State Disaster Management Plan.

Level of activation	Definition
Alert	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required and the situation should be monitored by staff capable of assessing and preparing for the potential hazard.
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 standby – prepared but not activated.
Stand Up	The operational state following 'Lean Forward' where 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. The event no longer requires a coordinated operational response.

Whilst there may be no requirement for the entire group to attend a Local Disaster Management Group meeting (provided quorum is achieved for decision-making purposes), the Chairperson or LDC is to ensure that the entire group is kept informed of the situation and actions of the group.

Once the group is activated, situation reports will be compiled and submitted to the district group at a frequency determined by the Townsville District Disaster Management Group (DDMG).

The group will stand down only after the chairperson, after consulting with the district disaster coordinator, has decided to cease activity. Once the group has stood down, a final situation report will be compiled and sent to the district group.

12.3 Local Disaster Coordination Centre

The Burdekin LDCC is in the Burdekin Shire Council Chambers, 145 Young Street, Ayr or as otherwise advised by the LDMG. The alternative LDCC is still to be determined; however, the following locations can be set up as an alternative LDCC (if required):

- Ayr SES Headquarters
- Burdekin Library
- Depot – Training Room
- Multipurpose Hall – If not being used as a place of refuge.

12.4 Concept of Operations

Operational Checklists are included in this Plan as Annexure I – Operational Checklists.

Operational checklists include:
Check List 1 – Activation of LDMG
Check List 2 – Community Support
Check List 3 – Local Disaster Coordination Centre
Check List 4 – Evacuation
Check List 5 – Evacuation Centre Management
Check List 6 – Financial Management
Check List 7 – Impact Assessment
Check List 8 – Logistics
Check List 9 – Public Information and Warnings
Check List 10 – Public Works and Engineering
Check List 11 – Transport

12.5 Financial Management

Authorisation for the expenditure of funds during an event is in accordance with Council's financial management arrangements. Any non-Council Local Disaster Coordination Centre personnel that expend funds are to do so through their organisational arrangements.   Refer to the Financial Management Operational Checklist (Appendix I).

Expenditure limits are as per Council's Financial Delegations Register.

For each event, specific cost centres are established for emergent works expenditure and counter-disaster operations in accordance with DFRA and SDRA guidelines. For DFRA restoration works, project folders containing relevant information for each road/project are created to prepare submissions to the relevant funding body for approval. For urgent projects, a separate project number is allocated for costing purposes to enable works to commence before official approval.

The LDC is given the authority to use the Burdekin Shire Council Purchase Order System in the LDCC. This system is to obtain services, equipment, and requirements to permit the Centre to function effectively.

Use of this system will include:
• purchase/hire of equipment
• purchase of stationery, office, cleaning supplies, etc.
• hire specialised personnel/organisations, such as security, cleaning, etc.
• supply of food and refreshments for LDCC staff during extended operations
• any other costs or expenditures required for the function of the LDCC.

Each purchase order must be identified as Burdekin Shire LDMG, Emergency Coordination Service.

12.6 Media Management

Media arrangements are as follows:
• no television, radio or press media personnel are to be allowed into the LDCC during operations
• a Media Liaison Officer will be appointed and will organise media briefings in an area away from the LDCC
• all media releases are to be authorised by the Chairperson
• the Media Liaison Officer will advise the Chairperson of any deadlines and times of interviews and reports.

12.7 Logistics Support

When support is required from the District, the LDMG will issue a Request for Assistance. This form and procedure are included in the LDCC Standard Operating Procedures.

Offers of assistance are recorded in Guardian IMS and are accessed as required.

Assistance is also available from neighbouring LDMGs per the MOU with the North Queensland Councils, referenced in Section 15 – Memorandum of Understanding.

12.8 Disaster Declaration

A Disaster Declaration can be executed directly by the Minister, the Premier, or the District Disaster Coordinator with approval from Minister.

When a disaster declaration is declared, the Local Disaster Coordinator ensures that all members of the LDMG are provided with this information.

In the event of no disaster declaration and if the situation warrants the directed evacuation of members of the public or requires other powers under the *DM Act*, the Chairperson or LDC of the LDMG will request a declaration of a disaster situation from the District Disaster Coordinator.

12.9 Resupply

The LDC and most of the LDMG members have undertaken resupply training. If extraordinary resupply is required within the Burdekin LDMG area, Emergency Management (QPS) would be requested to oversee resupply activities in accordance with the Queensland Resupply Guidelines.

Giru, Rita Island, and Groper Creek communities may become isolated each year for extended periods. Other areas of the shire can also be isolated for shorter periods because of flooding and do not usually require resupply. Please refer to the 2022 Burdekin Resupply Plan for further information.

The Works Department of Burdekin Shire Council maintains a register of aircraft landing strips and helipads.

The LDMG advises at-risk communities to prepare for a period of isolation before they become isolated. The advice issued by the LDMG after activation is normally in the form of a public notice distributed through the usual distribution network for those communities. If resupply becomes necessary, information is provided to the communities, retailers, and suppliers in accordance with resupply guidelines.

Requests for resupply will be recorded in the Guardian IMS and processed by the LDCC.

13. Recovery[33]

Effective recovery requires an integrated, multidisciplinary approach to needs analysis, consequence management, community engagement, planning and service delivery. A coordinated effort by all agencies involved in recovery is required. As recovery is a complex and protracted process, to assist with overall and effective coordination, aspects of recovery are conceptually grouped into five interconnected functions, namely:

- Human and Social
- Economic
- Environmental
- Building*
- Roads and transport

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[33] Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline, P73

* Whilst Council recognises the five functional areas of recovery, for ease of management, Council has split Buildings* into two separate functions of "Building" and "Water Wastewater Infrastructure" to ensure effectiveness of the recovery operations for this function.

Individual recovery functions can either negatively or positively impact the outcomes sought by other recovery functions. Accordingly, each function must undertake recovery activities in the spirit of cooperation, collaboration, and integration, focusing on mutually beneficial outcomes across multiple functions.

13.1 Community Recovery Sub Plan

The purpose of the 2023 Community Recovery Sub Plan is to provide a framework for providing recovery assistance to affected members of the community during and after a disaster event and is supported by the procedures outlined in the Queensland Recovery Guidelines.

It may be utilised by all members, deputies, and advisors of the Local Disaster Management Group (LDMG), the organisations they represent, and any partnering agencies involved to prepare and disseminate information and warnings.

Each disaster event is unique, and adaptations to the 2024 Community Recovery Plan may be required.

In summary, the LDMG will adopt the following process:

- assessment of damage – human/social, economic, roads and transport, building and environmental.
- determine whether local resources can handle recovery or if Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities, and the Arts assistance is required to establish recovery centres.
- the Community Recovery Sub Plan is activated with a scale appropriate to the event.

The Burdekin LDMG conducted a significant review in 2022, of its Community Recovery Sub Plan and associated documents. Each functional area has appointed an elected member (as Chair) and an executive officer (employee from the Council) as the responsible officers. Following the Mayoral and Councillor elections in March 2024, the Burdekin Shire Council appointed newly elected members to disaster management roles within the Shire. The mayor was appointed Chair of the Burdekin Local Disaster Management Group (LDMG), while the Councillors were assigned elected responsibilities as Recovery Group Chairs.

Disaster recovery is the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social) and physical well-being, reconstructing physical infrastructure, and restoring economic and environmental conditions (including regeneration of the natural environment, associated infrastructure and heritage sites and structures, and the management of pollution and contamination).

14.   Local Disaster Management Sub Plans

Plan Description	Responsibility	Status
Airport Emergency	Local Disaster Coordinator	Reviewed annually
Communications	Local Disaster Coordinator	Reviewed annually
Community Information and Warnings	Local Disaster Coordinator	Reviewed annually
Community Recovery	Local Disaster Coordinator	Reviewed annually
Evacuation	Local Disaster Coordinator	Reviewed annually
Pandemic Influenza	Local Disaster Coordinator	Reviewed annually
Public Health	Local Disaster Coordinator	Reviewed annually
Resupply Plan	Local Disaster Coordinator	Reviewed annually
Transport	Local Disaster Coordinator	Reviewed annually
Tsunami Response	Local Disaster Coordinator	Reviewed annually

15.   Memorandums of Understanding

The Burdekin Shire Local Disaster Management Group has Memorandums of Understanding (MOUs) with several organisations to prepare for and respond to disaster events.

Organisations	Date Signed	Tenure
Australian Red Cross	27 January 2022	3 Years
The Salvation Army Property Trust	22 December 2021	5 Years
North Queensland Councils	6 January 2022	5 Years
GIVIT Listed Ltd	25 January 2022	3 Years
State Emergency Services	9 February 2023	3 Years

Annexure Index

Annexure	Index
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I	Concept of Operations – Operational Checklists
J	Post Disaster Review /Activation Summary Report Templates

Annexure A – Distribution List

Position	Organisation	Hard Copy	Electronic Copy
Chairperson	Burdekin Local Disaster Management Group	✔	✔
Local Disaster Coordinator	Burdekin Shire Council	✔	✔
Executive Officer	Townsville District Disaster Management Group	✔	✔
Emergency Management Coordinator	Queensland Police Service	✔	✔
LDMG Membership	Various organisations		✔
LDMG Advisory Group	Various organisations		✔

Annexure B – Local Disaster Management Group Membership List

Role / Agency	Member
Committee Chairperson	Mayor, Burdekin Shire Council
	In the Mayor's absence, the councillor identified as the Deputy Chairperson shall assume the role of Chairperson.
Deputy Chairperson – Burdekin Shire Councillor	The Councillor was nominated by BSC and elected by LDMG.
Local Disaster Coordinator (LDC)	Client Services Manager (CSM), Burdekin Shire Council.
Deputy Local Disaster Coordinator	In the absence of the Client Services Manager, the Manager of Finance and Administration.
Council Specialist Advisors	Director – Infrastructure, Planning and Environmental Services
	Manager - Operations, Burdekin Shire Council,
	Manager - Technical Services, Burdekin Shire Council
	Manager – Environmental & Health Services
Queensland Fire Department (QFD)	Area Commander, Fire & Rescue
	Area Director, Rural Fire Service Queensland
State Emergency Services (SES)	Burdekin Local Controller
Qld Ambulance Service	Officer in Charge, Ayr Ambulance
Qld Police Service	Emergency Management Coordinator
	Officer in Charge, Ayr Police
Welfare Coordinator	CEO - Burdekin Community Association

Local Disaster Management Group members receive a copy of this list with full contact details as a separate document.

Contact lists are also available in the Local Disaster Coordination Centre.

This list and all contact numbers are updated regularly throughout the year, and updates are made impromptu as personnel changes occur.

Annexure C – Specialist Advisors

Agency	Member
Australian Red Cross	Emergency Services State Liaison and Engagement Lead
Australian Red Cross	North Queensland Emergency Services Regional Coordinator
Burdekin Community Association	Service Coordinator, Housing and Community Support Services
Burdekin Shire Council	Coordinator Environment and Health Projects
Burdekin Shire Council	Director of Corporate and Community Services
Burdekin Shire Council	Manager Financial & Administrative Services / Deputy Local Disaster Coordinator
Burdekin Shire Council	Chief Executive Officer
Burdekin Shire Council	Disaster Management Officer
Burdekin Shire Council	Disaster Management Officer (Casual)
Department of Environment and Science	Team Leader
Department of Transport and Main Roads	Manager (Primary contact)
Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (formerly Dept of Communities)	Senior Community Recovery Officer, Northern Operations - Townsville
Energy Queensland	HSE Initiatives Support Officer
Energy Queensland	Area Manager Flinders
Energy Queensland	Network Asset Officer
Lower Burdekin Water – Northern & Southern Division	Operations Manager
Maritime Safety Queensland	Regional Harbour Master
Maritime Safety Queensland	Area Manager
NBN - National Broadband Network	National Network Emergency Manager
NBN - National Broadband Network	Community Engagement Manager NQ
NQ Dry Tropics	Chief Executive Officer
Queensland Ambulance Service	Officer in Charge Home Hill Ambulance Station
Queensland Ambulance Service	Officer in Charge Giru Ambulance Station
Queensland Fire Department	Inspector, Manager Professional Development
Queensland Fire Department	Station Officer
Queensland Fire Department	Station Officer - Ayr Fire Station
Queensland Fire Department - Rural Fire Service	Inspector Area Director
Queensland Health	Director of Nursing/Facility Manager - Home Hill Hospital and Health Service
Queensland Health	Director of Nursing/Facility Manager - Ayr Health Service
Queensland Police - Emergency Management	Emergency Management Coordinator
Queensland Police - Emergency Management	Emergency Management Coordinator, Mount Isa
Queensland Police Service	XO District Disaster Management Group
Queensland Police Service	District Disaster Management Group
Queensland Police Service	Sergeant - Ayr Station
Queensland Police Service	Sergeant, Officer in Charge - Home Hill Station
Queensland Police Service	Sergeant, Shift Supervisor - Ayr
Queensland Police Service	Acting Chief Superintendent, District Officer, Townsville District

Queensland Rail	Emergency Management Coordinator
Queensland Rail	Operations Advisor
Services Australia	Ayr Service Centre Manager
State Emergency Service (SES)	SES Deputy Local Controller
State Emergency Service (SES)	SES Deputy Local Controller
Sunwater	Operations Manager Burdekin
Sunwater	Operations Coordinator
Sunwater	Emergency Action Plan Coordinators
Sunwater	On Call Local Event Coordinator - Local Event Coordinator
Surf life Saving Queensland	Lifesaving Services Supervisor (Primary)
Surf life Saving Queensland	Regional Operations Manager (Secondary)
Telstra Enterprise - Queensland	Business Development Manager
Wilmar	Cane Supply Manager, Burdekin Mills
Wilmar	Transport Operations Manager
Wilmar	Senior Logistics Officer Kalamia Mill

Annexure D – Roles and Responsibilities

Cyclones/ Storm Surge/ Flooding/ Earthquake

Lead Agency	Supporting Organisations	Roles and Responsibilities
Burdekin Shire Council Contacts: • Mayor (Chair) /Deputy Mayor • Deputy Chair LDMG • Client Services Manager (LDC) • Manager Technical Services • Manager Operations • Manager of Environmental & Health Services		• Contact QPS Emergency Management Coordinator (EMC) • Collection of local flood warnings and information • Protection and maintenance of water and sewerage services • Clearing of debris • Assessment and safety of damaged buildings • Preservation of public health including disposal of refuse and waste and distribution of disinfectant for flood clean-up • Provision of labour and equipment. Setting up of barricades, detours, etc., for road flooding or closure • Contact QFES EMC and DDC with situation reports • Advise on local effects of storm tide and run-off flooding • Provision of sandbag fill for flood protection • Aerodrome clearance and control • Provision of flood information service during a flood event • Production and issue of media releases
Protracted Operations (External resupply for community) A Burdekin Shire Liaison Officer will be appointed to perform the following tasks: • c**ollection of food order requirements from all traders, including a copy of orders, supplier contact numbers, weights, etc.;** • c**ollation of above information to LDCC for relay to DDC;** • p**rovision of personnel to assist in operations of the LDCC; and** • a**ssistance and coordination of any local welfare arrangements.**		
	State Emergency Service Contacts: Local Controller / Deputy Controllers	• Assist in conduct of evacuation • Rescue of trapped or stranded persons • Flood boat operations • Provision of emergency communications • Temporary repairs to damaged buildings • Provision of labour and equipment • Provision of short-term welfare arrangements • Provision of emergency lighting • Provision of Liaison Officers for LDCC • Assist community to protect household assets pre-flood event

	Qld Police Service Contact: Officer in Charge	• Control and conduct of evacuation • Control of essential traffic routes • Security of damaged or evacuated premises • Security at evacuation centres • Coordinate road closures
	Qld Ambulance Service Contact: Officer in Charge	• Treatment and transport of casualties • Medical treatment • Assist with evacuation of special needs medical cases.
	Ayr District Hospital Contact: Director of Nursing	During recovery, ongoing medical and health services are required to preserve the community's general health. Arrangements for the provision of medical and health resources to support disaster response and recovery operations through: • Command, control and coordination of medical resources. • Public health advice and warnings. • Transportation of patients by QAS; • Psychological and counselling services; and • Ongoing medical and health services are required during the recovery period.
	Ergon Energy Contact: Area Operations Manager - Burdekin	• Coordinate priority list with LDMG for electricity restoration • Restoration of electricity supplies to essential services • Restoration of supply to residential areas • Provide alternative power generation to essential customers
	Telstra Contact: Local representative	• Coordinate priority list with LDMG for restoration of telecommunications • Restoration of Telstra facilities and services • Provide temporary emergency mobile network (Sat COW)
	Qld Fire Department, Fire & Rescue Contact: Officer in Charge	• Provision of labour and equipment • Assist in the conduct of evacuation • Provision of Swift Water Rescue personnel
	Volunteer Marine Rescue Burdekin Contact: Duty Officer	• Conduct sea search and rescue • Rescue of trapped or stranded persons
	Bureau of Meteorology Contact: Officer in Charge	• Issue of warnings • Technical advice and projected tide levels (evacuation orders are based on these projections)
Note: Storm tides – the group will attempt to have maximum notice available to the public. Evacuation should be completed before wind speed reaches 100 km/h and preferably during daylight hours.		

Tsunami

Lead Agency	Supporting Organisations	Roles and Responsibilities
Australian Tsunami Advisory Group (ATAG)	**The Joint Australian Tsunami Warning Centre (JATWC)**	• The role of the JATWC is to determine possible impacts, verify tsunami existence and forecast wave arrival times. • The JATWC operates 24 hours a day to detect, monitor, verify and warn of any tsunami threat to the coastline of Australia and its offshore territories. • ATAG - Provide national leadership and coordination of activities related to tsunami preparedness and response capability development to enhance community resilience and industry capability. • Monitor storm surge information about storm surge hazard research, warning system development, modelling, education, and capability development to identify synergies between the tsunami and storm surge coastal hazards.
	Burdekin Shire Council Contact: Local Disaster Controller	• Activate LDMG – Stand up • Evacuation - Emergency Alert Warnings • The coordination of Public Messaging and Evacuation instructions
	Queensland Police Service Contact: Officer in Charge	• Assist in the coordination of Public Messaging and Evacuation instructions
	Queensland State Emergency Services Contact: SES Local Controller	• Assist in the coordination of Public Messaging and Evacuation instructions
	Coastal Area Wardens Contact: Disaster management Officer - BSC	• Assist in the coordination of Public Messaging and Evacuation instructions

JATWC Warnings will be relayed through Emergency Authorities via:

- **official channels (**e.g., **Queensland Government's Emergency Alert Service, radio, television, signboards and the internet), Lifeguards, Surf Lifesavers; and**
- **unofficial channels (**e.g., **face-to-face or verbal announcement).**

Depending on the threat level determined by JATWC, the BoM may issue a "tsunami warning" restricted to the marine environment and immediate foreshore area for parts of the Australian coastline. Tune into warnings via:

- **Emergency Alert website (www.emergencyalert.gov.au);**
- **Television or radio**
- **"1300 TSUNAMI" information line (1300 878 6264); or**
- **Bureau of Meteorology website (www.bom.gov.au/tsunami).**

Fires – Urban and Rural

Lead Agency	Supporting Organisations	Roles and Responsibilities
Qld Fire Department, Rural Fire Service Qld **Contact: Officer in Charge**		• Control fires
	Qld Police Service Contact: Officer in Charge	• Evacuation • Traffic and crowd control • Security
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Labour • Supply lighting and communications • Provisions of welfare support as required
	Burdekin Shire Council Contact: Local Disaster Coordinator	• Supply of barricades • Maintenance of water supplies • Supply equipment
	Qld Ambulance Service Contact: Officer in Charge	• Treatment and transport of casualties as required
	Ergon Energy Contact: Area Operations Manager – Burdekin	• Control of power supply

Exotic/Invasive (Prohibited and Restricted) Animal and Plant Diseases

Lead Agency	Supporting Organisations	Roles and Responsibilities
Department of Agriculture, Fisheries and Forestry Contact: Officer in Charge		• Stock/plant movement • Control and containment • Quarantine measures
	Qld Police Service Contact: Officer in Charge	• Traffic control, roadblocks and diversions and other assistance as required
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Provision of field HQ facilities • Provision of emergency communications, labour and equipment • Provision of welfare support as required
	Government Medical Officer Contact: Officer in Charge	• Assistance as required
	Burdekin Shire Council Contact: LDC	• Labour, equipment and chemical as required
	Qld Fire Department – Fire & Rescue/Rural Fire Service Contact: Officer in Charge	• Fire safety on carcass burning • Control burning of infestation • Other assistance as required

Road Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
Qld Police Service Contact: Officer in Charge		• Control of the accident scene • Control of essential traffic routes for transportation of casualties • Crowd control • Notification of other supporting organisations
	Qld Fire Department – Fire & Rescue Contact: Officer in Charge	• Control of rescue • Extrication of trapped persons
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Labour • Provision of welfare support as required • Support Rescue operations • Traffic control
	Qld Ambulance Service Contact: Officer in Charge	• Initial treatment and transport of casualties
	Ayr District Hospital Contact: District Manager / Director of Nursing	• Coordination of health care response
	Burdekin Shire Council Contact: LDC	• Provision of equipment as required
	Ergon Energy Contact: Area Operations Manager - Burdekin	• Control of electricity where necessary

Aircraft Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
Qld Police Service **(Until arrival of ATSB or DDAAFS)** Contact: Officer in Charge		• On-site coordination • Evacuation of persons if required • Security of specific areas for public protection and investigation purposes • Crowd control • Coordination of search operations
	ATSB (civil) **DDAAFS (military)** Contact: Officer in Charge	• Investigations into cause of any aircraft accident
	Qld Ambulance Service Contact: Officer in Charge	• Initial treatment of casualties • Transport and evacuation of casualties
	Ayr District Hospital Contact: District Manager	• Coordination of health care response
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Assist evacuating trapped persons • Provision of emergency communications and lighting • Provision of labour and equipment

		• Search operations • Provision of welfare support as required
	Burdekin Shire Council <u>Contact</u>: LDC	• Supply of equipment and personnel as requested by the lead agency.
	Queensland Fire Department Services – Fire & Rescue <u>Contact</u>: Officer in Charge	• Control of rescue operations for trapped or stranded persons when fire ground is declared • Control of fires • Extrication of trapped personnel • Safety of persons in relation to fire
	Volunteer Marine Rescue Burdekin Inc. <u>Contact</u>: Duty Officer	• Conduct sea search and rescue if required

Shipping/ Boating Accident

Lead Agency	Supporting Organisations	Roles and Responsibilities
Qld Water Police **Contact: Officer in Charge - Townsville**		• On-site control • Evacuation of persons if required • Security of specific areas for the protection of the public
	Burdekin Shire Council <u>Contact</u>: Local Disaster Coordinator	• Provision of equipment for containment and clean-up operations
	State Emergency Service <u>Contact</u>: Local Controller / Deputy Controllers	• Supply of emergency communications, labour, and equipment • Provision of welfare support as required
	Qld Ambulance Service <u>Contact</u>: Officer in Charge	• Initial treatment of casualties • Transport and evacuation of casualties
	Volunteer Marine Rescue Burdekin Inc. <u>Contact</u>: Duty Officer	• Provision of labour and vessel • Transport and evacuation of casualties and QAS
	Ayr District Hospital <u>Contact</u>: District Manager / Director of Nursing	• Coordination of health care response
	Bureau of Meteorology <u>Contact</u>: Officer in Charge	• Weather and tidal information

Hazardous Material / Industrial Accidents

Lead Agency	Supporting Organisations	Roles and Responsibilities
Qld Police Service <u>Contact</u>: Officer in Charge		• On-site control • Evacuation of persons if required • Control of essential traffic routes • Security of specific areas for the protection of the public • Crowd control

	Qld Fire Department, Fire & Rescue Contact: Officer in Charge	• Extrication of trapped persons • Control of fires • Notification to appropriate emergency response agency - Chem Unit Brisbane
	Burdekin Shire Council Contact: Local Disaster Coordinator	• Provision of equipment and personnel for containment and clean-up operations as requested by the lead agency
	Qld Ambulance Service Contact: Officer in Charge	• Treatment and transport of casualties
	Ayr District Hospital Contact: District Manager / Director of Nursing	• Coordination of health care response
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Supply of emergency communications, labour, and equipment • Provision of welfare support as required
	Bureau of Meteorology Contact: Officer in Charge	• Weather information and wind direction

Oil / Chemical Spill (Marine Environment)

Lead Agency	Supporting Organisations	Roles and Responsibilities
Queensland Transport (Marine Division) Contact: Officer in Charge	**Qld Police Service** Contact: Officer in Charge	• On site control • Evacuation of persons if required • Security of specific areas for the protection of the public
	Burdekin Shire Council Contact: Local Disaster Coordinator	• Provision of equipment and personnel for containment and clean-up operations as requested by the lead agency
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Supply of emergency communications, labour and equipment • Provision of welfare support as required
	Qld Ambulance Service Contact: Officer in Charge	• Treatment and transport of casualties
	Volunteer Marine Rescue Burdekin Contact: Duty Officer	• Provision of labour and vessel • Transport and evacuation of casualties and QAS if required
	Ayr District Hospital Contact: District Manager / Director of Nursing	• Coordination of health care response

	Bureau of Meteorology Contact: Officer in Charge	• Weather information, tides, and wind direction

Epidemics / Pandemics

Lead Agency	Supporting Organisations	Roles and Responsibilities
Queensland Health Contact: Officer in Charge		• Qld Health is responsible for controlling communicable disease outbreaks underpinned by the requirements and powers of the Public Health Act 2005.
	Qld Police Service Contact: Officer in Charge	• Assistance as required
	Ayr District Hospital Contact: District Manager / Director of Nursing	• Assistance as required
	Qld Ambulance Service Contact: Officer in Charge	• Assistance as required
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Assistance as required
	Burdekin Shire Council Contact: Local Disaster Coordinator	• Provision of equipment and personnel as requested by the lead agency

Water Supply Contamination

Lead Agency	Supporting Organisations	Roles and Responsibilities
Burdekin Shire Council Contact: Local Disaster Coordinator	**Department of Energy and Water Supply** – Office of the Water Supply Regulator	• Source alternative supply • Remediate contaminated supply • Issue media releases
	Ayr District Hospital Contact: District Manager / Director of Nursing	• Coordination of health care response
	Qld Police Service Contact: Officer in Charge	• Assistance as required
	Qld Ambulance Service Contact: Officer in Charge	• Assistance as required
	State Emergency Service Contact: Local Controller / Deputy Controllers	• Assistance as required
	Qld Fire Department Contact: Officer in Charge	• Assistance as required

Terrorism

Lead Agency	Supporting Organisations	Roles and Responsibilities
Queensland Police Service Contact: Counter Terrorism Liaison Officer – Townsville District.		Ensure that effective capabilities, comprehensive plans and well-practised arrangements are in place to respond to and recover from a terrorist incident. Initiatives include: • Reviewing and refining security policies, plans, legislative tools, and regulatory frameworks to ensure that they keep pace with emerging risk • Developing and maintaining agency capabilities that underpin capacity to gather intelligence, analyse threats and risk and deliver an effective and coordinated response in the event of a terrorist incident • Exercising counter-terrorism arrangements to maintain readiness, assess and review capability and identify improvements • Ensuring that security risks are considered and integrated as part of planning for and managing major events
	Australian Government Agencies **Queensland Police Service** **Collaborative community partnerships**	Assist as required.

Annexure E – Burdekin Cyclone and Flooding Events

Cyclones

The Shire has suffered some damage and flooding effects from the following events:

Cyclones		
Charlie	1 March 1988	Cyclone Charlie made landfall at Upstart Bay, near Ayr. Wind gusts of up to 165km/h were recorded, and some structural damage and flooding was experienced at Ayr.
Aivu	4 April 1989	A category 3 cyclone, Aivu, had winds of up to 200 km/h when it hit the Home Hill area. Damage to the Burdekin was significant. Building and infrastructure repairs cost more than $50 million, while sugar cane crops suffered $70 million in damage.
Joy	22 December 1990	Cyclone Joy announced the arrival of the wet season, which subsequently developed into one of the busiest flood operations periods since 1974. Extensive flooding commenced in coastal catchments between Cairns and Townsville during 23 – 25 December, with flood warnings for the Tully and Johnstone rivers and adjacent coastal streams. The general southwest movement of Cyclone Joy, and her eventual landfall in the Ayr region, led to severe local flooding along the Central Coast. Major flooding occurred on 27 December in the Pioneer, Don and Haughton rivers, with minor flooding in the Lower Burdekin River.
Larry	20 March 2006	Cyclone Larry was a Category 4 cyclone that crossed the coast at Innisfail late in the season on 20 March 2006. While the system was very intense, it was quite small. Sixteen hours before landfall, it was clear that the Shire would not be impacted by the system would not impact the Shire. However, in the lead-up to the system crossing the coast, there were some anxious moments as the Shire's coastal communities were situated within the predicted landfall zone of the storm. As a result, a voluntary evacuation order was issued for low-lying sections of the Alva Beach community.
Yasi	3 February 2011	Severe Tropical Cyclone Yasi was a Category 5 cyclone that made landfall on the southern tropical coast near Mission Beach between midnight and 1:00 am early on Thursday, 3 February 2012. Yasi is one of the most powerful cyclones to affect Queensland since records commenced. Yasi was a large system that maintained a strong core with damaging winds and heavy rain, tracking westwards across northern Queensland and finally weakened to a tropical low near Mount Isa around 10:00 pm on 3 February. Significant wind damage was reported between Innisfail and Townsville where the destructive core of the cyclone crossed the coast. Tully and Cardwell suffered substantial damage to structures and vegetation. The most significant rainfall totals were near and to the south of the cyclone and were generally in

		the order of 200-300mm in the 24 hours to 9:00 am Thursday. Damage in the Burdekin Shire was mainly limited to vegetation. Shire residents reported only minor structural damage.
Ita	10 April 2014	Severe Tropical Cyclone Ita was the strongest tropical cyclone to impact Queensland since Cyclone Yasi three years prior. On 10th April 2014, Cyclone Ita intensified rapidly into a powerful Category 5 system but weakened to a Category 4 system in the hours immediately preceding landfall. At the time of landfall at Cape Flattery on 12th April 2014 at 22.00 hours, the intensity was consistent with a weak Category 4 system. As the storm moved further south, flooding developed, cutting access to communities, including Ingham. Most communities across the region were impacted in one way or another.
Debbie	26 March 2017	Debbie was the strongest tropical cyclone in the Australian region since Quang in 2015 and was branded as the most dangerous cyclone to impact Queensland since Yasi in 2011. Forming as a tropical low on 23 March 2017, the low gradually intensified to a named tropical cyclone on 26 March 2017. After steadily strengthening offshore to a Category 4 system, Debbie eventually made landfall near Airlie Beach at 12:40 hrs on 28 March 2017. Afterwards, Debbie rapidly weakened into a tropical low by late 28 March 2017, continuing to travel south, causing significant damage and flooding in the populous areas of Southeast Queensland and Northern Rivers. The storm caused A$3.5 billion in damage and fourteen deaths across Australia, primarily due to extreme flooding. This makes Debbie the deadliest cyclone to hit Australia since Cyclone Fifi in 1991.
Iris	28 March 2018	This cyclone developed in the South Pacific Ocean near Vanuatu on 25 March 2018. Iris travelled southwest as a tropical low before changing direction and moving closer to the Queensland coast on the 1 April 2018. TC Iris redeveloped and degenerated three times in the Coral Sea before eventually weakening further to a remnant tropical low on the 7 April 2018. TC Iris did not cross the coast but brought heavy rain to parts of northern Queensland.
Penny	9 January 2019	The remnants of Penny tracked back towards the Queensland east coast, and the system once more made landfall near Bowen on 9 December. Heavy rainfall occurred in central and northern Queensland following landfall, including a day where Strathbogie (south of Ayr and west of Bowen) received 432mm in the 24 hours to 9 am on 10 January.
Esther	February 2020	Around the 22nd of February, a tropical low linked to the monsoon trough intensified in the Gulf of Carpentaria, becoming tropical cyclone Esther, making landfall near the Northern Territory and Queensland on the 24th, generating moderate to locally heavy falls across the northern tropics.
Imogen	January 2021	Tropical cyclone Imogen was the first cyclone to form in the Gulf of Carpentaria region for the 2020-21 season. Imogen was a short-lived cyclone before landfall near Karumba on the Gulf of Carpentaria coast. The cyclone caused minor damage to vegetation and infrastructure in the region as it made landfall on

		3 January. Moving inland, it brought heavy rainfall and flooding to north Queensland, causing disruptions to transportation.
Kimi	January 2021	Tropical cyclone Kimi was the first cyclone to form in the Coral Sea region for the 2020-21 season. Kimi was a compact and short-lived system having little or no impact on the mainland. The system remained off the mainland coast but close enough to be tracked using the Cairns and Harvey Range (Townsville) radars.
Niran	February 2021	Severe tropical cyclone Niran began developing off the north Queensland coast as a low-pressure system on 27 February. Initially, the low moved slowly towards the Cairns coast, but then it started moving northwards from 1 March. The system was named on 2 March as it became slow-moving, approximately 260 km off the north Queensland coast.
Seth	Dec 21/Jan 2022	Tropical Cyclone Seth was a tropical cyclone for a little over 24 hours in the Coral Sea but its entire track lasted 15 days. The most significant impacts were severe flooding in southeast Queensland and hazardous surf along the southern Queensland and northern New South Wales coast. The low was responsible for onset of the monsoon over Darwin and the Top End.
Jasper	December 2023	Severe Tropical Cyclone Jasper was the wettest tropical cyclone in Australian history surpassing Cyclone Peter in 1979. Although not directly affected the Burdekin experienced moderate flooding conditions.
Kirrily	January 2024	Severe Tropical Cyclone Kirrily made landfall north of Townsville on 24 January 2024 and caused significant damage. The cyclone brought strong winds and heavy rainfall, leading to widespread power outages and flooding. Approximately 66,000 customers experienced power outages at the peak of the cyclone, and 42,000 households remained without power for several days. The cyclone caused minimal property damage near the area of landfall and south to the Burdekin Region, with some trees lost and minor roof damage.

Floods

The township of Giru experiences a major flood almost every year. In the past, the towns of Ayr and Home Hill have also experienced the following major floods:

Floods	
February 1958	In the Burdekin River catchment, record floods were reported in the Cape, Suttor and Sellheim rivers, even higher than the 1918 floods. Some 90-year-old stations were underwater for the first time. At Lornesleigh, the water reached the station homestead's second floor, and seven people were marooned on a hilltop for 11 days at Mt Elsie station. Near-record flooding in the lower Burdekin caused the evacuation of parts of Ayr and Home Hill. The peak at Clare was at 0730 on 24 February and at Inkerman Bridge at 1600 on 24 February.
April 1958	Widespread dislocation of traffic and communications was reported on the central coast due to flooding in the wake of the Bowen cyclone. Record peaks occurred in the Bowen River on 2 April and Bogie River on 3 April.

	Some homesteads were carried away, and their occupants were isolated. Roads and bridges were extensively damaged, and thousands of cattle were lost. Subsequent flooding of the lower Burdekin River also broke all records. Goods were damaged when Home Hill and Ayr were inundated, the water being two metres deep in the main street of Home Hill at one time. Many cane farms were seriously damaged. Three spans of the old railway bridge at Home Hill were washed away, and approaches to the new high-level bridge were cut. Restoration of riverbanks on the Burdekin was expected to be costly. Record peaks were recorded on the Bowen River at Birralee, on the Burdekin River at Dalbeg, Strathalbyn and Home Hill at Inkerman Bridge on 3 April. The river peaked at 12.64m at Inkerman Bridge at Home Hill.
February 1991	During the first few days of February, very heavy rainfall occurred over the catchments of the Bowen and Bogie rivers and the lower Burdekin system downstream of the Burdekin Dam. River levels began rising overnight on Saturday, 2 February and continued throughout Sunday, 3 February. The river peaked at Inkerman Bridge at 12.53m around midnight on Monday, 4 February - the third-highest flood on record. Extensive flooding of the Home Hill and Ayr districts accompanied the peak. The township of Home Hill was flooded with depths of up to 0.6m in the main street. Evacuations of residents in low-lying areas were carried out in Home Hill and the small township of Clare. Widespread damage was caused to sugar cane crops in the district. Major flooding developed in the upper parts of the Burdekin River following rainfalls of 200mm between 18 and20 February. River rises, and record flooding developed in the Burdekin River upstream of the dam. The river at Sellheim peaked at 19.6m on 20 February - the second-highest flood on record. The Burdekin Dam, already spilling, rose to 6.85m above the spillway on 21 February. Moderate flooding occurred along the lower Burdekin River downstream of the dam, with river levels in the Home Hill district peaking about one metre lower than the flood of early February.
February 2007	<u>Burdekin River</u> - Widespread heavy rainfall across the upper Burdekin Basin and moderate rainfall elsewhere in early February resulted in major flooding quickly developing above the Burdekin Falls Dam and minor to moderate flooding downstream of the dam site. Major flood warnings commenced on 2 February. The Burdekin Falls Dam's inflows reached a peak level of 3.8m above the spillway on 4 February. Downstream of the dam site, floodwaters were controlled to a moderate flood level. Flood warnings continued to be issued until 9 February. <u>Haughton River</u> - In early February, widespread heavy rainfall across the upper Haughton River resulted in major flooding developing and major flood warnings commenced on 1 February. Major flooding along the Haughton River resulted in peak flood levels at Giru of 2.95m early 2 February, with floodwaters flowing through the township. Flooding quickly subsided to a minor flood level on 3 February, and flood warnings were finalised on 4 February.
February 2008	The highest peak recorded in the Haughton River was in February 2008, with a level of just over 3.0m at the rail bridge at Giru. Significant

	monsoonal activity throughout North Queensland resulted in three major floods in the Haughton River and two moderate floods in the Lower Burdekin River. At its peak, water flowed 6.8m over the Burdekin Falls Dam. The highest peak recorded at Inkerman Bridge was 11.65m on 14 February.
January 2010	Following the Ex TC OLGA south path, the monsoon trough produced moderate to heavy falls in the Haughton River. This flood was the 3rd highest on record. Flood Warnings began on the 27th of January and continued into February 2010. A major flood peak of 2.99 metres was recorded at Giru on 30 January 2010.
February 2011	Severe Tropical Cyclone Yasi crossed the North Tropical Queensland coast on the 3rd of February 2011, producing heavy rainfall over the North Tropical Coast and Central Coast regions of Queensland between the 2nd and 4th of February, extending into the Gulf of Carpentaria region between the 4th and 6th of February. As Yasi tracked steadily westward across northern Queensland, the system typically produced heavy rainfall over a catchment area for no more than 24 hours and very intense rainfall for around 6 hours. This assisted minimising the period and severity of river flooding associated with the system; however major flooding still occurred in the Johnstone, Herbert, Haughton, and Bohle River catchments, with isolated major flooding in the Gregory River at Gregory Downs in the Nicholson River catchment. A new river height record was set at Sellheim Alert at Macrossan Bridge on the Burdekin River. However, this station opened in 2002, and river heights exceeding 20 metres have been recorded at Sellheim TM, a co-located station, before this time. River heights records were also set at Giru Alert on the Haughton River, Gairloch Alert on the Herbert River, and Bluewater Alert on Bluewater Creek.
March 2012	An active monsoon trough extended across the North Tropical Coast to a deep tropical low over the southern Gulf of Carpentaria around the 15th of March. This rainfall led to major flooding in the Flinders, Fitzroy, Herbert, Johnstone, Russell-Mulgrave, and Haughton Rivers and minor to moderate flooding in the Pioneer, Don, Ross, Tully, Murray, and Barron Rivers.
April 2014	Tropical cyclone Ita produced significant flooding for catchments in the North Tropical Coast, Tablelands and Herbert and Lower Burdekin forecast districts. Most rainfall was recorded on 12 April, with the largest total (860 mm) recorded over 48 hours to 9 am on 13 April at Bellenden Ker Top in the Mulgrave and Russell River catchments. Flooding above the moderate flood level (and in most instances above the major flood level) occurred in the following basins: Bohle River (Mt Bohle), Haughton River (Giru), Don River (Bowen)
May 2017	Due to a low-pressure weather system, minor flood peaks were recorded on the Haughton River at Giru and the Don River at Bowen Pump Station.
February 2018	On Thursday, 22 February 2018, a deep low-pressure weather system brought record rainfalls and the Haughton River at Giru peaked at a record

	height of 3.1 metres. The township was flooded but with minor reported damage to infrastructure.
January/February 2019 - Tropical Low 13U	Heavy monsoonal rains fell continuously across the North Queensland region from late January 2019 till mid-February 2019, causing widespread flooding of several large river systems throughout North Queensland. An all-time flood level of 3.2 metres was recorded for the Haughton River at Giru, causing widespread flood inundation and isolation to the township of Giru and surrounding communities. The Burdekin River also peaked at 11.20 metres, causing no inundation to critical infrastructure or houses however shut the Bruce Highway at Plantation Creek causeway for several days. Other low-lying roads and bridges were cut, with Groper Creek and Rita Island isolated for several days.
January 2020	A low-pressure weather system remained over the Burdekin region for several days. Heavy rainfall totals were recorded throughout the region. Rainfall totals of more than 600mm were recorded at Rita Island within 24 hours resulting in flash flooding in some low-lying areas causing disruption and inundation to some homes.
April 2022	Moisture from a weak tropical low in the Gulf and a upper-level slow-moving coastal trough caused a broad area of cloud and wet weather extending between Ingham to Giru. Isolated 6 hourly rainfall totals of between 140 to 180 mm were recorded and caused major flooding in Giru.
May 2022	Major rainfall event recording over a month's worth of rain in a few days. Rainfall records were broken in Charters Towers, and the Haughton River experienced Major Flooding for the second time in two months.
January 2023	An unusual set of circumstances resulted in two separate weather extremes impacting different parts of Australia for the 9-day period between Wednesday 11 January and Thursday 19 January 2023. In North Queensland flooding rains impacted a region between Townsville and Mackay between Saturday and Thursday 14 to the 19 January where cumulative rainfall totals topped 1,000 mm at a limited number of locations such as Finch Hatton and Mt Juke
January 2024	The Burdekin region experienced significant flooding due to Cyclone Kirrily. The cyclone brought heavy rainfall and strong winds, leading to widespread power outages and severe flash flooding. The Queensland Fire and Emergency Services conducted multiple swift water rescues, and many areas experienced prolonged power outages and infrastructure damage.

Annexure F – Assessment of Current Capability

The below table provides an assessment of current capability and possible assistance that may be requested through the DDMG as identified through an examination of current arrangements.

Date	Type	Process	Participants	Specific lessons learnt	Opportunities for improvement (Identify these in priority)	Action Plan (Actions derived from lessons learnt)	Completion Date (For evaluation of implementation of Action Plan)
Feb 2007	Activation	Rita Island and Giru flooding	Burdekin LDMG	LDMG to assess and coordinate response to local requests, with DDMG support where requested.	Procedure in Qld Disaster Management Arrangements to be followed	Training of staff in procedures	Future exercise and events
Feb 2008	Activation	Dalbeg, Clare, Groper Creek, Rita Island and Giru flooding	Burdekin LDMG	Very short lead time from rainfall in Dalbeg to moderate flooding at Inkerman Bridge (6 hours).	Procedure in Qld Disaster Management Arrangements to be followed	Training of staff in procedures	Future exercise and events
Feb 2009	Activation	Groper Creek, Rita Island and Giru flooding	Burdekin LDMG	Improved dissemination of public information through the web, public notices and customer service.	Procedure in Qld Disaster Management Arrangements to be followed	New front page of Council website; Section on road closures in website	Feb 2009
Mar 2010	Activation	Cyclone Ului	Burdekin LDMG	How to establish a coordination centre.	Use of Guardian IMS to help with information management	Grant application submitted for equipment for coordination centre	June 2010

Feb - Mar 2011	Activation	Cyclone Yasi & flooding	Burdekin LDMG	How to run a coordination centre. Use of social media.	Diversion of 132 500 to Council's call centre. More personnel to cover social media requirements	EMQ to change procedures LDCC to roster specific personnel for social media activities	Dec 2012
Oct 2012	Exercise	Good Neighbour	Townsville Disaster District LDMGs & DDMG	Evacuation, interoperability of Guardian, DDMG support.	Provision of a cyclone shelter for Burdekin Shire Public awareness campaign for storm tide	Lobbying of State members Public education program – Cyclone Saturday, etc	Ongoing
Jan 2014	Exercise – Bounce Back	Bounce Back	Burdekin LDMG	Recovery	Review required of Community Recovery Sub Plan.	Review required of Community Recovery Sub Plan.	Ongoing
July 2015	Exercise	Dam Nation Catastrophic Dam Failure	Burdekin LDMG Sunwater	Evacuation on a mass scale for Burdekin residents. Realistic time frames for evacuation itemised. Message alerts and polygons created.	Community engagement, awareness and planning in this type of event.	Increased Education and collaboration with Community groups and Council.	Ongoing
Oct 2016	Exercise	Echo Alpha	Burdekin LDMG Townsville District Disaster Management Group	Develop and create an Emergency Alert relevant to the specific disaster-related scenario. Create a SitRep.	Following procedures and knowing how to create EA's and SitReps.	Practice creating and submitting Emergency Alerts and SitReps. Having more than one person trained.	December 2016
Mar 2017	Activation	TC Debbie	Burdekin LDMG	Full activation. Evacuation notices,	Local Disaster Management	Discussions with District and	Ongoing

				Place of Refuge activation, public messaging, and notices.	Framework processes – Directives from State to District to Local Evacuation Centre Management	State regarding disaster management arrangements.	
Mar 2017	Activation	Flooding ex TC Debbie	Burdekin LDMG	Short lead time to flooding in the Haughton River affecting Giru.	Notifying residents of fast-rising flood waters	Use of Area Wardens and providing information to residents about fast rising floods	December 2017
Sept 2017	Exercise	Resuild	Burdekin LDMG TDDMG	Create and send a Request for Assistance through the Guardian software.	Timeliness of RFA's	Training of more than 1 or 2 staff members to be able to create an RFA.	December 2017
Nov 2017	Exercise - Sunwater	Emergency Exercise	Burdekin LDMG Sunwater	Major flood event with a 7-meter spill over the Burdekin Falls Dam.	Improved relationships with Sunwater and "key" personnel. Better understanding of Sun water's EAP for emergency events.	LDC to have better input and understanding of Sunwater Burdekin Falls Dam EAP.	Dec 2017/Jan 2018 Sunwater EAP review.
Mar 2018	Activation	Rain Weather Event – TC IRIS	Burdekin LDMG	Large rain event.	No issues– monitoring only in case of flooding	N/A	N/A
January/Febr uary 2019	Activation	Northern Queensland Monsoonal Rain Event	Burdekin LDMG	Heavy monsoonal rain falls and flood event.	Better coordination of Road Closures. Discussions to be held with TMR	Understanding roles and responsibilities around TMR road closures.	June 2019

					especially around the process for closing the Bruce Highway to all and limited traffic.	Better coordination of TMR roads.	
January/Febr uary 2020	Activation	Tropical Low Rainfall Trough – Burdekin Region	Burdekin LDMG	Heavy monsoonal rain from 26th January 2020 to 30th January 2020 – more than 430 millimetres of rain fell	Localised flash flooding. Information gathering and awareness of overall situation. The need for better communication based on probable outcomes.	Better mapping of affected areas for planning purposes.	Guardian IMS – improved mapping and new mapping layer for January 2020 event.
January 2021	Pre-Activation	TC Kimi	Burdekin LDMG	Watch and prepare for cyclones. Be prepared for the unpredictable.	Monitoring – No issues.	N/A	N/A
March 2021	Pre-Activation	TC Niran	Burdekin LDMG	Watch and prepare for cyclones. Be prepared for the unpredictable.	Monitoring – No issues.	N/A	N/A
March 2020 – March 2022	Lean Forward	Covid-19 Pandemic	Burdekin LDMG	Pandemic can be protracted. Local Government not the "lead" agency but a support agency.	Ongoing support for Queensland Health. Development of better Pandemic Safe Plans and procedures.	Updated all Pandemic Sub Plans and now have a good understanding of the impacts of pandemics on the community	March 2022

April 2022	Stand Up	April 2022 Giru and surrounding areas – Rain and Flood Event	Burdekin LDMG	Large rain event.	Haughton River reached 2.83mtr	Mapped Flooding in Giru to better inform LDMG of flood area changes due to new Bruce Highway upgrade and Haughton River Bridge.	New Flood Maps showed water entering Giru at different locations and timeline for flooding now a lot quicker than in previous floods.
May 2022	Stand Up	May 2022 Giru and Surrounding areas – Rain and Flood Event	Burdekin LDMG	Large Rain event with predicted flooding of the Burdekin and Haughton River systems.	Issues notice to advise of possible isolation for regional townships Giru, Jerona, Rita Island and Groper Creek.	No issues experienced. Watch and monitor.	N/A
January 2023	Stand Up	Severe Rain Event – Burdekin Region	Burdekin LDMG	Large Severe Rain event with predicted flooding of the Burdekin and Haughton River systems.	Moderate flood levels recorded in both the Haughton River and Burdekin River. No major impacts. Isolation to some regional communities but no issues reported.	Disseminate warnings early especially to communities that become isolated in prolonged severe rain events to better inform them of the possible isolation timeframes and duration.	January 2023
January 2024	Stand Up	Tropical Cyclone Kirrily	Burdekin LDMG	Full activation, public messaging, and notices.	Management of Green Waste after an event.	Discussions were held around the clean-up of green waste and the impact	B

						green waste has on the community and also the Transfer Stations.	

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Annexure G – Local levels of activation for response arrangements

		Triggers	Actions	Communications
Alert		• Awareness of a hazard that has the potential to affect the local government area	• Hazards & risks identified • Information sharing with warning agency • LDC contacts QPS Emergency Management Coordinator • Initial advice to all stakeholders	• Chair and LDC on mobile remotely
Lean Forward		• There is a likelihood that threat may affect local government area • Threat is quantified but may not yet be imminent • Need for public awareness • LDMG is now to manage the event	• QPS Emergency Management Coordinator and LDC analyse predictions • Chair and LDC on watching brief • Confirm level & potential of threat • Check all contact details • Commence cost capturing • Conduct meeting with available LDMG • Council staff prepare for operations • Determine trigger point to stand up • Prepare LDCC for operations • Establish regular communications with warning agency • First briefing members of LDMG • LDC advises DDC of lean forward & establishes regular contact (first SITREP) • Warning orders to response agencies • Public information & warning initiated	• Chair, LDC and LDMG members on mobile and monitoring email remotely • Ad-hoc reporting
Stand Up		• Threat is imminent • Community will be or has been impacted • Need for coordination in LDCC • Requests for support received by LDMG agencies or to the LDCC • The response requires coordination	• Meeting of LDMG Members • LDCC activated • Rosters for LDCC planned & implemented • Commence operational plans • Local government shifts to disaster operations • LDMG takes full control • SOPs activated • Members of LDMG located in LDCC • Commence SITREPs to DDMG • Distribute contact details • DDMG advised of potential requests for support	• LDCC contact through established landlines and generic email addresses • Chair, LDC and LDMG members present at LDCC on established landlines and mobiles, monitoring emails
Stand Down		• No requirement for coordinated response • Community has returned to normal function • Recovery taking place	• Final checks for outstanding requests • Implement plan to transition to recovery • Debrief of staff in LDCC • Debrief with LDMG members • Consolidate financial records • Hand over to Recovery Coordinator for reporting • Return to local government core business • Final situation report sent to DDMG	• LDMG members not involved in recovery operations resume standard business and after-hours contact arrangements

Annexure H – Local levels of activation for recovery arrangements

		Triggers	Actions	Communications
Response Alert				
Response Lean Forward	Recovery Alert	• Response phase at 'lean forward' level of activation	• Appointment of Local Recovery Coordinator as appropriate • Potential actions and risks identified • Information sharing commences • Local Recovery Coordinator in contact with LDCC/LDC • Initial advice to all recovery stakeholders	• Local Recovery Coordinator and Local Recovery Group members on mobile remotely
Response Stand Up	Recovery Lean Forward	• Response phase at 'stand up' level of activation	• Monitoring of response arrangements • Analysis of hazard impact or potential impact • Relief and recovery planning commence	• Local Recovery Coordinator and Local Recovery Group members on mobile and monitoring email remotely
		• Immediate relief arrangements are required during response phase	• Deployments for immediate relief commenced by recovery functional agencies	• Ad hoc reporting

		• Immediate relief arrangements continue	• Local Recovery Group activated at LDCC or alternate location • Recovery plan activated • Deployments for immediate relief response • Action plans for five functions of recovery activated as required • Community information strategy employed	• Local Recovery Coordinator and Local Recovery Group members present at LDCC or alternate location, on established landlines and/or mobiles, monitoring emails
Response Stand Down	Recovery Stand Up	• Response phase moves to 'stand down' level of activation. Medium-term recovery commences.	• Participate in response debrief • Transition arrangements from 'response and recovery' to 'recovery' activated, including handover from LDC to LRC • Action plans for five functions of recovery continue • Community information strategies continue	• Local Recovery Coordinator and Local Recovery Group members involved in medium-term recovery continue as required • Regular reporting to LDMG/LDC

Recovery Stand Down			
	• Local Recovery Group 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	• Local Recovery Coordinator and Local Recovery Group members resume standard business and after-hours contact arrangements • Functional lead agencies report to the Local Recovery Coordinator and Local Recovery Group as required

Annexure I – Operational Checklists

The following Operational Checklists are included in this Annexure:

Check List 1 – Activation of LDMG
Check List 2 – Community Support
Check List 3 – Local Disaster Coordination Centre
Check List 4 – Evacuation
Check List 5 – Evacuation Centre Management
Check List 6 – Financial Management
Check List 7 – Impact Assessment
Check List 8 – Logistics
Check List 9 – Public Information and Warnings
Check List 10 – Public Works and Engineering
Check List 11 – Transport

Check List 1 - Activation of Local Disaster Management Group

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Receive initial information regarding the event						☐ Initial: _____
Confirm the information from a different source, where appropriate						☐ Initial: _____
Notify the Chair of the Local Disaster Management Group						☐ Initial: _____
Activate the Local Disaster Management Group (Executive members only)						☐ Initial: _____
Activate the Local Disaster Management Group (Full Group)						☐ Initial: _____
Activate the Local Disaster Coordination Centre						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Prepare and release media advisories regarding the function of community welfare						☐ Initial: _____
Prepare and release media advisories regarding the assistance available						☐ Initial: _____
Activate outreach teams and instigate a reporting timetable						☐ Initial: _____
Provide logistic support to evacuation centres						☐ Initial: _____
Provide logistic support to outreach teams						☐ Initial: _____
Provide logistic support to operational personnel, both in the field and at the LDCC						☐ Initial: _____
Provide personal protective equipment or appropriate information to operational personnel						☐ Initial: _____
Collect and report on members of the community in need of personal hardship assistance						☐ Initial: _____
Maintain ongoing link with the District Recovery Committee						☐ Initial: _____
Provide emergency accommodation post-impact						☐ Initial: _____
Provide emergency accommodation post-impact						☐ Initial: _____
Provide short term catering for displaced members of the community						☐ Initial: _____
Provide emergency clothing as appropriate						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Assist the District Recovery Committee with the development of Community Recovery Centres (One Stop Shops)						☐ Initial: _____
Provide a community liaison officer to the Community Recovery Centre						☐ Initial: _____

Check List 3 – Local Disaster Coordination Centre

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Local Disaster Coordination Centre prepared for activation						☐ Initial: _____
Local Disaster Coordination Centre activated						☐ Initial: _____
Physically open the facility						☐ Initial: _____
Provide administrative equipment						☐ Initial: _____
Appoint a Communications Officer to the LDCC						☐ Initial: _____
Provide telecommunications facilities to the LDCC						☐ Initial: _____
Provide emergency (back-up) telecommunications facilities and capability to the LDCC						☐ Initial: _____
Maintain telecommunications facilities to the LDCC						☐ Initial: _____
Provide internet facilities to the LDCC						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Maintain communications network display in the LDCC						☐ Initial: _____
Provide telecommunications capability between the LDCC and the DDCC						☐ Initial: _____
Provide telecommunications capability between the LDCC and the various headquarters of participating agencies						☐ Initial: _____
Provide telecommunications capability between the LDCC and the various evacuation centres						☐ Initial: _____
Test technology						☐ Initial: _____
Repair or replace any defective items						☐ Initial: _____
Staff the LDCC to appropriate level						☐ Initial: _____
Provide Position Description or similar tasking responsibility information to staff						☐ Initial: _____
Ensure security of LDCC						☐ Initial: _____
Ensure appropriate agency liaison officers attend the LDCC						☐ Initial: _____
Ensure information displays are available						☐ Initial: _____
Ensure that appropriate plans and other documents are sourced and available for reference						☐ Initial: _____
Extended operations – develop personnel roster						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Extended operations – provide appropriate sleeping, feeding and rest areas						☐ Initial: _____
Ensure the provision of adequate catering						☐ Initial: _____
In conjunction with the DDC, develop an operation reporting timetable						☐ Initial: _____
In conjunction with the Media Liaison Officer, develop a media release timetable						☐ Initial: _____

Preparation

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Establish boundaries of possible area(s) to be evacuated and primary evacuation routes						☐ Initial: _____
Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.						☐ Initial: _____
Pre-warn special population establishments of the possibility of an impending evacuation						☐ Initial: _____
Coordinate with special facilities regarding precautionary evacuation						☐ Initial: _____
Commence and maintain a map of the entire evacuation area						☐ Initial: _____
Have copies of evacuation map(s) made for use by evacuation teams						☐ Initial: _____
Determine evacuation routes for risk area(s) and check the status of these routes						☐ Initial: _____
Estimate public transportation requirements and determine pickup points						☐ Initial: _____
Coordinate with transportation providers to ensure vehicles and drivers will be available when and where needed						☐ Initial: _____
Develop traffic control plans and stage traffic control devices at required locations						☐ Initial: _____

Operational Deployment

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Advise DDC that evacuation recommendation will be issued						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Make the decision to recommend to the DDC that a directed evacuation is required						☐ Initial: _____
Receive notice of directed evacuation from DDC						☐ Initial: _____
Provide evacuation teams with written instructions to be handed to members of the community						☐ Initial: _____
If transportation is likely to be required for evacuees or their possessions, request assistance from the DDC.						☐ Initial: _____
Provide transportation assistance to those who require it.						☐ Initial: _____
Determine if requirements exist for additional external support						☐ Initial: _____
Identify and activate all appropriate Evacuation Centres						☐ Initial: _____
Identify Evacuation Centres with the capacity to cater for animals						☐ Initial: _____
Commence and maintain a record of numbers of evacuees at nominated evacuation centres						☐ Initial: _____
Assign a liaison person to all evacuation centres, with communications ability to contact the LDCC						☐ Initial: _____
Ensure the Media Liaison Officer has been kept fully informed, and is proactively disseminating information on the evacuation and evacuation centres through the media						☐ Initial: _____
Disseminate evacuation recommendation to the public through available warning systems, clearly identifying areas to be evacuated						☐ Initial: _____
Disseminate evacuation recommendation to special facilities. Provide assistance in evacuating, if needed.						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Activate and brief door-to-door evacuation notification teams						☐ Initial: _____
Provide regular Situation Reports on evacuation to DDC.						☐ Initial: _____
Provide security in, or control access to, evacuated areas						☐ Initial: _____
Develop a system for re-entry						☐ Initial: _____
Determine when it is safe for residents to return, and if some areas need to remain restricted						☐ Initial: _____
If evacuated areas have been damaged, conduct damage assessments						☐ Initial: _____
If evacuated areas have been damaged, eliminate significant health and safety hazards						☐ Initial: _____
If roads in evacuated areas have been damaged or blocked by debris, clear and re-open roads						☐ Initial: _____
Determine requirements for traffic control for return of evacuees						☐ Initial: _____
Maintain access controls for areas that cannot be safely re-occupied						☐ Initial: _____
Determine requirements for, and coordinate provision of, transportation for return of evacuees (in conjunction with Transport Sub-Plan)						☐ Initial: _____
Advise neighbouring jurisdictions and DDC that return of evacuees will begin						☐ Initial: _____
Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes						☐ Initial: _____
Provide traffic control for return of evacuees						☐ Initial: _____

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Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Coordinate temporary housing for evacuees unable to return to their residences						☐ Initial: _____
Coordinate with special facilities regarding return of evacuees to those facilities						☐ Initial: _____
If evacuated areas have sustained damage, provide the public information that addresses: • Documenting damage and making expedient repairs • Caution in reactivating utilities/damaged appliances • Cleanup and removal or disposal of debris • Recovery programs						☐ Initial: _____
Terminate Evacuation Centre operations						☐ Initial: _____

Post Deployment

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Submit final evacuation information for the Situation Report to the DDC						☐ Initial: _____
Contribute to the operational debrief						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Identify centres appropriate for the event						☐ Initial: _____
Provide centre management personnel						☐ Initial: _____
Provide support personnel for administration, kitchens, cleaning, security, first aid						☐ Initial: _____
Provide refuse collection equipment and service						☐ Initial: _____
Provide public information process for evacuees						☐ Initial: _____
Provide basic entertainment facilities for evacuees						☐ Initial: _____
In conjunction with LDCC, develop operational reporting timetable						☐ Initial: _____
Provide communications facility to the LDCC or the appropriate coordinating agency						☐ Initial: _____
Provide evacuee registration process						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Determine authorisation for expenditure of funds during a major event						☐ Initial: _____
Instigate a management process which will expeditiously authorise specific officers or a class of officers to expend funds to a stipulated limit						☐ Initial: _____
Determine the limit of expenditure permitted without further reference to senior management						☐ Initial: _____
Establish and maintain a specific cost centre for disaster or emergency event expenditure						☐ Initial: _____
Develop a discrete recording system for disaster or emergency event related expenditure, to expedite the payment of appropriate claims post event						☐ Initial: _____
Maintain all financial records in relation to the event						☐ Initial: _____
Prepare and submit financial claims in relation to counter disaster operational expenses to DRFA						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Preparation						
Identify agencies to be included in an impact assessment team						☐ Initial: _____
Develop an impact assessment reporting format and information management system						☐ Initial: _____
Identify and provide transport, communications, and information recording equipment for impact assessment teams						☐ Initial: _____
Determine the area affected by the impact of the event						☐ Initial: _____
Develop a grid or locality system for the deployment of impact assessment teams, to ensure maximum coverage without duplication of effort						☐ Initial: _____
Deployment						
Determine the number of fatalities						☐ Initial: _____
Determine the number of seriously injured casualties						☐ Initial: _____
Determine the number of ill people (epidemic or pandemic)						☐ Initial: _____
Determine the number of people evacuated						☐ Initial: _____
Determine the number of people requiring evacuation						☐ Initial: _____
Determine the number of people missing						☐ Initial: _____
Determine the number of people requiring personal hardship assistance						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Determine the number of medical facilities which are still operational, and the number of usable beds						☐ Initial: _____
Determine the number of food outlets still able to function						☐ Initial: _____
Determine the status of water treatment and supply						☐ Initial: _____
Determine the status of sewage systems						☐ Initial: _____
Determine the number of private dwellings damaged or destroyed						☐ Initial: _____
Determine the number of public buildings damaged or destroyed						☐ Initial: _____
Determine the number of commercial premises damaged or destroyed						☐ Initial: _____
Identify any damaged or destroyed buildings which were listed as evacuation centres						☐ Initial: _____
Post Assessment Action						
Determine the effects on the power distribution system						☐ Initial: _____
Determine the effects on the communications networks						☐ Initial: _____
Determine the effects on fuel distribution capacity						☐ Initial: _____
Determine the effects on gas distribution capacity						☐ Initial: _____
Determine the effects on road transport						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Determine the effects on marine transport						☐ Initial: _____
Determine the effects on rail transport						☐ Initial: _____
Determine the effects on air transport						☐ Initial: _____
Determine the effects on industry						☐ Initial: _____
Determine the effects on the agricultural sector						☐ Initial: _____
Determine the effects on the tourism sector						☐ Initial: _____
Determine the effects on the environment						☐ Initial: _____
Determine the effects on the continuity of government						☐ Initial: _____
Determine the effects on the local response capacity						☐ Initial: _____
Utilise the impact assessment information to forecast resource requirements						☐ Initial: _____
Include details of the impact assessment and forecast resource requirements in Situation Reports to the DDC						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Develop Logistics Management Plan						☐ Initial: _____
Identify personnel to operate disaster logistics centres						☐ Initial: _____
Identify premises suitable for use as disaster logistics warehousing facilities						☐ Initial: _____
Develop/implement information management system to record and track the movement of resources						☐ Initial: _____
Identify specific transport resources – forklifts, elevated work platforms						☐ Initial: _____
Identify specific transport resources – heavy trucks with self-contained lifting capacity						☐ Initial: _____
Instigate priority fuel supply planning to ensure continuation of service						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Appoint Media Liaison Officer or Public Information Officer						☐ Initial: _____
Develop an information dissemination plan						☐ Initial: _____
Identify the representative of the LDMG to be the 'public face' of the LDMG's response to the event.						☐ Initial: _____
Develop (in conjunction with relevant member agencies of the LDMG) pre-formatted public information fact sheets regarding various major impact events, and recommended actions						☐ Initial: _____
Develop pre-formatted media briefing sheets						☐ Initial: _____
Develop and foster relationships with media organisations						☐ Initial: _____
Determine media release and briefing timetables						☐ Initial: _____
Establish liaison with local radio and other media outlets for community alerts and warnings						☐ Initial: _____
Develop draft media releases and briefings						☐ Initial: _____
Monitor news coverage for accuracy, currency, completeness, and report discrepancies to the LDMG						☐ Initial: _____
Maintain a record of all media releases, contacts, and activities						☐ Initial: _____
Ensure that warnings are being received by the community						☐ Initial: _____
Where necessary, have warnings repeated via live radio or television appearances						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Check with special needs facilities that they have received warnings as appropriate						☐ Initial: _____
Ensure maintenance of media contact details						☐ Initial: _____
Encourage 24-hour local transmission with staff of broadcast radio stations						☐ Initial: _____
Develop warning templates in conjunction with the Media Liaison Officer, for utilisation in the Public Information area						☐ Initial: _____
Check content of warnings from external agencies for accuracy, and advise the originator of the warning of any inaccuracies						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	Mobile	Fax	
Water Supply						
Inspect facilities						☐ Initial: _____
Ensure continuity of supply						☐ Initial: _____
Determine alternative supply						☐ Initial: _____
Ensure emergency restoration of water supply systems and the provision of water for firefighting						☐ Initial: _____
Liaise with Public Health officials re safety of supply						☐ Initial: _____
Determine water restrictions						☐ Initial: _____
Issue public information/warnings						☐ Initial: _____
Sewerage Service						
Inspect facilities						☐ Initial: _____
Ensure continuity of service						☐ Initial: _____
Liaise with Public Health officials re public health implications of the loss of service						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Issue public information/warnings						☐ Initial: _____
Roads, Rail and Bridges						
Assess damage to roads, bridges, traffic control devices						☐ Initial: _____
Assess damage to rail infrastructure						☐ Initial: _____
Undertake temporary construction of emergency access routes, including damaged streets, roads, bridges, airfields and any other facilities necessary for passage of rescue personnel						☐ Initial: _____
Restore damaged roads and bridges						☐ Initial: _____
Restore damaged rail infrastructure						☐ Initial: _____
Issue public information / warnings						☐ Initial: _____
Marine Fixtures						
Assess damage to wharves, piers, jetties, navigation aids and boat ramps						☐ Initial: _____
Undertake emergency repairs						☐ Initial: _____
Restore damaged wharves, piers, jetties, navigation aids and boat ramps						☐ Initial: _____
Buildings						

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Inspect buildings for structural integrity						☐ Initial: _____
Issue notices concerning unsafe buildings						☐ Initial: _____
Barricade unsafe buildings						☐ Initial: _____
Identify authority and processes for legal demolition						☐ Initial: _____
Identify buildings requiring demolition						☐ Initial: _____
Stabilise and/or barricade damaged structures and facilities designated as immediate hazards to public health and safety						☐ Initial: _____
Debris Clearance						
Coordinate clearance of debris						☐ Initial: _____
Undertake emergency debris clearance for reconnaissance of damage areas and passage of emergency personnel and equipment						☐ Initial: _____
Identify emergency landfill areas for debris disposal						☐ Initial: _____
Identify and provide protective measures to deal with hazardous waste						☐ Initial: _____
Provide protective measures to limit further risks to the community throughout the debris removal process						☐ Initial: _____

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Activate Council green waste removal program						☐ Initial: _____

Operations Checklist

Task	Commenced	Responsible Organisation / Officer	Contact Numbers			Completed
			Phone	**Mobile**	**Fax**	
Prepare and maintain a database of transport resources, including road, air and marine						☐ Initial: _____
Prepare and maintain a database of fuel suppliers and retail outlets						☐ Initial: _____
Ensure that the LDMG and the DDC are aware of the current situation in relation to fuel availability						☐ Initial: _____
Identify routes suitable for mass evacuation, and determine maximum traffic capacities						☐ Initial: _____
Completion of the Road Infrastructure and Traffic Systems Checklist (below)						☐ Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (land based)						☐ Initial: _____
Coordinate the provision of transport resources as required for mass evacuation (marine or air from off-shore islands)						☐ Initial: _____

Road Infrastructure and Traffic Systems Checklists

Actions	Responsible Agency/Officer	
Roadblocks and diversions - Closure of inbound roads - Closure of access to evacuated areas or roads	Burdekin Shire Council SES Transport and Main Roads (if applicable)	☐ Initial: _____
Signage - use of standard signage to clearly mark evacuation routes - use of "continue to safer location" signs to indicate that the signage will cease, and that the evacuee is outside the exposed area	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	☐ Initial: _____
Contra flow (applicable only if safety mechanisms to contra flow operation exist) - reversal of traffic flow on designated roads to increase movement away from exposed areas	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	☐ Initial: _____
Managed intersections - increase of traffic flow away from exposed areas - rapid egress of emergency vehicles and transport providers back into at-risk areas	Burdekin Shire Council QPS SES Transport and Main Roads (if applicable)	☐ Initial: _____

Annexure J – Post De-Brief Agenda/Activation Summary Report

Burdekin
Shire Council

Post-Event Debrief Agenda

>Name of Event<

Day, Date at 00.00am/pm

Venue

1. Welcome and Attendance
2. Review of Debrief Rules:
   - Respect others' opinions
   - No issue is irrelevant
   - No idea is a bad idea
   - Ensure issue is fully explained
   - Give specific examples
   - Remember the objectives of this meeting
3. Brief Discussion on the Event

4. Organisation
   - 4.1. *Timing and Relevance of Meetings*
   - 4.2. *Adequacy of Information Supplied for Meetings*
   - 4.3. *Relevance of Decisions Made at Meetings*

5. People
   - 5.1. *Understanding of Roles and Responsibilities*
   - 5.2. *Accountabilities for Agencies and Organisations*

6. Organisation
   - 6.1. *Activation of Plans and Procedures*
   - 6.2. *Media Releases*
   - 6.3. *Social Media*
   - 6.4. *Interaction with District Disaster Management Group*
   - 6.5. *Transition from Response to Recover*

7. **Support and Technology**

    7.1. Facilities Used

    7.2. Equipment and Systems Availability

8. **What Worked Well?**

9. **What Did Not Work Well?**

10. **Where Can We Improve?**

11. **Outcomes and Aims**

Burdekin
Shire Council

Activation Summary Report

>Name of Event<

Day, Date

1. **Introduction**

2. **Weather Forecasts**

3. **First Response**

4. **Council Response**

5. **LDMG**

   5.1. Meeting Times and Dates

   5.2. Situation Reports (SitReps
   - Local Disaster Management Group (LDMG)
   - District Disaster Management Group (DDMG)
   - Other

   5.3 Requests for Assistance (RFAs)

   5.4 State Emergency Services (SES)

6. **DDMG**

7. **Impact Assessment**

   7.1. QFRS Rapid Impact Assessment

   7.2. Council Impact Assessment Process

   7.3 Other

   7.4 Results
   - Residential dwellings
   - Commercial/industrial businesses

8. **Support for Community**

   8.1 Evacuation Centre
   - Activated by:
   - Process managed by:
   - Location:
   - Staff:
   - Dates of operation:
   - Numbers presented:

   8.2 Recovery Centre
   - Activated by:
   - Process managed by:
   - Location:
   - Staff:

- Dates of operation:
- Numbers presented:

9. Clean up

9.1 Resources
- Council:
- ADF:
- Volunteering North Queensland (VNQ)
- Other:

9.2 Quantities
- Recovery Zone
- Total Debris Collected

9.3 Timeline
- Collection of storm debris
- Wheelie bins:
- Green waste and kerbside collection:
- Disposal of asbestos:

10. Other Services

10.1 Power

10.2 Health

10.3 Water

10.4 Sewerage

11. Recover

12. Debriefs

13. Conclusion

>Insert Signature<

(INSERT LOCAL DISASTER COORDINATOR NAME)

LOCAL DISASTER COORDINATOR

Burdekin Local Disaster Management Group