COOK SHIRE
LOCAL DISASTER
MANAGEMENT
GROUP

Local Disaster Management Plan 2023–2024

Foreword

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

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

Acknowledgement of Country

Cook Shire Local Disaster Management Group acknowledges the Traditional Owners of country throughout the Shire and recognises their continuing connection to lands, water and community. We pay our respects to the many Aboriginal and Torres Strait Islander peoples across our vast Shire and to elders and leaders past, present and emerging.

Message from the Chair

I am pleased to present the Cook Shire Local Disaster Management Plan 2023-2024, a comprehensive and strategic framework designed to safeguard our community against the unpredictable challenges posed by natural and man-made disasters. As the Chair of the Cook Shire LDMG, I am committed to ensuring the safety and well-being of every individual within our vibrant and resilient community.

Disasters, both large and small, can strike without warning, testing our collective resolve and ability to respond effectively. The Cook Shire Local Disaster Management Plan is a testament to our dedication to preparedness, response, recovery, and mitigation. It is a reflection of the collaboration between local authorities, emergency services, non-governmental organisations, and most importantly, you - the heart of our community.

This plan has been meticulously developed through a consultative process that involves input from experts, stakeholders, and community members alike. It outlines the strategies, resources, and procedures that will guide us through the phases of disaster management, from preparedness and prevention to response and recovery. By understanding the unique vulnerabilities of our region and harnessing our strengths, we aim to enhance our collective ability to minimise the impact of disasters on our lives and livelihoods.

Recognising the paramount importance of immediate and effective response, I urge our state and federal governments to consider the vital role of funded local disaster management officers. These professionals will serve as a cornerstone in the execution of our disaster management plan, ensuring that resources are allocated efficiently, information is disseminated promptly, and coordination among various agencies remains seamless. Let us also emphasise the significance of local solutions to local issues. The depth of understanding that comes from being part of this community equips us with insights that are invaluable in crafting effective disaster management strategies. Through collaborative efforts and the utilisation of our local knowledge, we can tailor our responses to the unique challenges that Cook Shire may face.

While we cannot predict every eventuality, we can certainly prepare ourselves to face the unexpected. Our commitment to resilience is unwavering, and this plan stands as a testament to our resolve. I encourage every resident to familiarise themselves with this document, to understand their role in times of crisis, and to engage with the various programs and initiatives outlined within.

I extend my deepest gratitude to the dedicated individuals who have contributed their time, expertise, and energy to shaping this plan. It is through our shared commitment that we can forge a safer, stronger, and more prepared Cook Shire Council.

Mayor Peter Scott
Chair, Cook Local Disaster Management Group

Document Control

Requirements and review

In accordance with section 59 of the Queensland Disaster Management Act 2003 (the Act):

(1)   A local government may review, or renew, its local disaster management plan when the local government considers it appropriate.

(2)   However, the local government must review the effectiveness of the plan at least once a year.

Council reviews the effectiveness of the plan using the Emergency Management Assurance Framework through assurance activities to validate performance and through an annual disaster management exercise.

AMENDMENTS AND VERSION CONTROL

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

The Disaster Management Team – Cook Shire
PO Box 3,
Cooktown, QLD 4895

The LDC or Disaster Management Officer (DMO) may approve inconsequential amendments to this document. Any changes to the intent of the document must be approved and endorsed by the Cook Shire Council in accordance with Section 80(1) (b) of the Act.

A copy of each amendment is to be forwarded to the Cook LDMG – core members.
On receipt, the amendment is to be inserted into the document and the Amendment Register is updated and signed.

AMENDMENT REGISTER

Documents the history of amendments to the plan.

DISTRIBUTION

The Cook Local Disaster Management Plan, excluding confidential appendices and supporting documents, is available for public viewing online at the Cook Shire Disaster Dashboard at http://disaster.cook.qld.gov.au/ in PDF format. Alternatively, a hard copy can be viewed at Cook Shire Council Administration Building, 10 Furneaux Street or at any Cook Shire Libraries.

IMPORTANT INFORMATION ABOUT THE COOK LOCAL DISASTER MANAGEMENT PLAN

Certain appendices of the Local Disaster Management Plan (LDMP) are privileged and confidential and not available for distribution to the public.

The LDMP has been distributed in accordance with the distribution list detailed in the latest LDMG Members List. It is the responsibility of each individual or agency in receipt of this LDMP to ensure the current plan is maintained.

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

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

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

Version	Date	Prepared by	Comments
1-13	Before 2022	QFES and LDMG	All previous amendments were adopted and a record of previous versions is held in Council's Electronic Document Management System.
14	31 July 2023	QFES, DMO and LDMG Core	Revised Plan With Core LDMG Members

Endorsement and authority to plan

This plan has been developed by, and with the authority of, Cook Shire Council pursuant under section 57 and 58 of the Act. The plan conforms to the State Plan guidelines. Section 80(1) (b) of the Act requires Council to approve its Local Disaster Management Plan.

The plan has been reviewed and accepted

Peter Scott
Mayor, Cook Shire Council
Chair, Cook Local Disaster Management Group

Date: 15 August 2023

Brian Joiner
CEO, Cook Shire Council
LDC, Cook Local Disaster Management Group

Date: 15 August 2023

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Introduction

The primary focus of Cook's Disaster Management Plan is to effectively manage and mitigate the effects of disasters on the community wherever possible or practical, while preparing to respond when disasters do occur. The plan is based on a flexible and scalable 'all hazards' approach, encompassing the key principles of prevention, preparedness, response and recovery.

This plan aims to minimise the effects of, coordinate the response to, and manage the recovery from a disaster or major emergency affecting the Cook local government area. This is achieved by:

- Ensuring all potential risks are identified.
- Developing risk-based plans and management arrangements with a community focus.
- Providing a comprehensive framework for disaster management activities within the Cook Shire.
- Ensuring appropriate strategies are developed and established to minimise the adverse effects of a disaster on the Cook Shire communities.
- Identifying safe areas for the Disaster Coordination Centre, evacuated persons, and alternatives for these.
- Maintaining timely dissemination of information that keeps the public informed of the potential risks.
- Acknowledging the likely effects of identified threats to the communities, infrastructure and the environment.
- Providing information to build community resilience and better assist the community in preparing for, responding to and recovering from disaster events.
- Identify resources required to respond to the emergency, with potential shortfalls sourced from DDC or elsewhere.

This plan promotes a safer and more sustainable community by:

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

Cook Shire Council Profile

Population, Geography and Climate

Cook Shire is the largest Local Government area in Queensland with a total area of 1106,073km². The Shire occupies some 80% of the Cape York Peninsula region of Far North Queensland. Our southern boundary comprises in part the Bloomfield River, while to the north the Shire extends to the 11th parallel of latitude, found slightly beyond the Jardine River. Cook Shire is an extremely diverse environment, encompassing freehold lands and various types of leasehold lands, World Heritage areas, including Wet Tropics and Great Barrier Reef Marine Park, National Parks, protected areas and other types of conservation zones.

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

The climate is described as tropical and therefore experiences the typical wet and dry seasons. The average annual rainfall as recorded in Cooktown is 1529.1 mm and in Coen 1063 mm, but heavier rainfalls may be recorded in the far northern and some coastal areas due to the monsoonal activities during the months of November to May. The mean maximum temperatures are 29.6°C in Cooktown and 31.8°C in Coen and the mean minimums are 22°C in Cooktown and 20.8°C in Coen.

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

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

A large proportion of the northern coastal area is flood plains and the Cook Shire boasts many major rivers which swell with floodwaters during the wet season. Road systems in the Shire are frequently cut by floodwaters from November to May. Transport by air or sea is then the only means of access to the remote settlements. The township of Coen is completely landlocked during the wet season and has to rely on transport solely by air when roads are closed.

The Shire is crossed by several major rivers, the Archer, Watson, Holroyd, Laura, Hann River, Coleman, Wenlock, Kendall, Kennedy, Palmer, Endeavour, Annan, Normanby, Pascoe and the Edward Rivers.

The main industries in Cook Shire are government services, tourism, agriculture, fishing and mining. Approximately 13,140km² of the Cook Shire is national park or indigenous land tenure.

The Cook Shire local government area is serviced principally by two distinct road networks. The first network comprises the state-controlled Mulligan Highway and Peninsula Developmental Road which run up the spine of Cape York Peninsula terminating at Weipa. The second network comprises the local government-controlled roads that feed from the Peninsula Developmental Road to service the population centres of the shire and are the only access roads for the Cape's Aboriginal local governments. The current flood immunity of both networks is less than an 8 month 8-month interval. Cook Shire Council relies heavily on DRFA funding to repair roads after the wet season.

Community Capacity

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

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

Neighbouring relationships

A Memorandum of Understanding for Regional Collaboration on Disaster Management between Cook Shire Council, Wujal Wujal Aboriginal Shire Council and Hope Vale Aboriginal Shire Council was renewed in 2023.

Cook local government area

Legend
- Cook local government area
- Towns
- Roads
- Rivers

WEIPA

PORTLAND ROADS

Jardine River

Wenlock River

ARCHER RIVER ROADHOUSE

Archer River

COEN

MUSGRAVE ROADHOUSE

Coleman River

HANN RIVER ROADHOUSE

Normanby River

Laura River

COOKTOWN

LAURA

ROSSVILLE

LAKELAND

BLOOMFIELD RIVER

Palmer River

PALMER RIVER ROADHOUSE
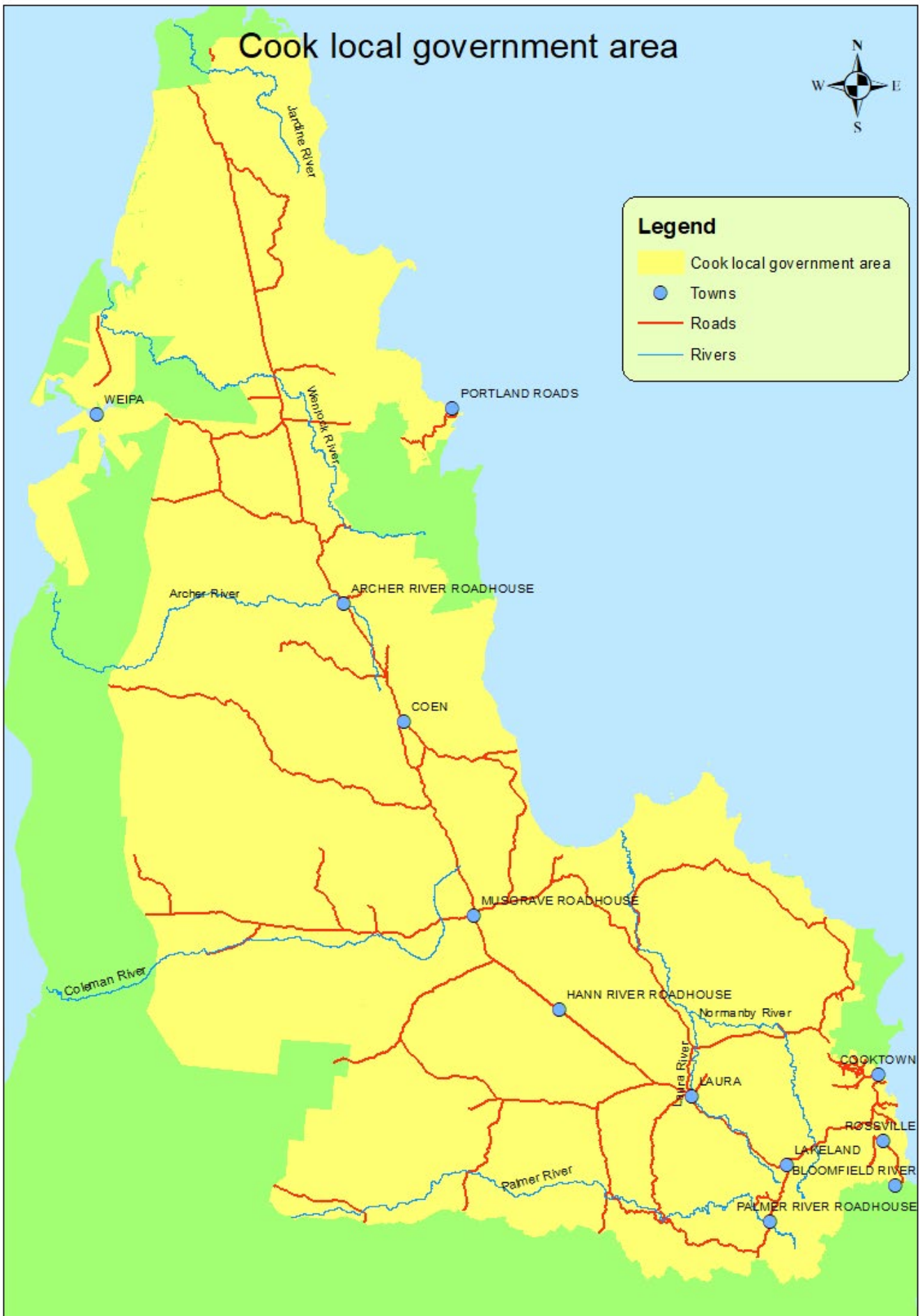
Critical Infrastructure

Transport

The Peninsula Development Road is the main thoroughfare through the Shire and links Cook Shire with Mareeba Shire in the south and Weipa on the peninsula's northwest coast and is maintained by the Department of Transport and Main Roads (DTMR). Areas to the east, west and north of the Peninsula Development Road are Council controlled and maintained roads. The Peninsula Development Road is sealed from the Shire boundary to the township of Laura. Council's road network provides access to private residences and large rural properties, Aboriginal communities and National Parks and totals approximately 2730 km.

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

Electricity

The power supply is managed by Ergon Energy in the Shire.

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

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

As part of any disaster recovery process, maintenance and restoration of the electricity supply is considered a critical component in supporting other essential services and community infrastructure. Refer to Appendix 4 – Ergon Priority List.

Communications

TELEVISION AND RADIO

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

UHF / HF / VHF TWO WAY RADIOS

Several handheld and base radios utilising both HF and UHF frequencies. Agencies such as Police and Queensland Health have their own communications used in times of activation. During times of activation a general channel is assigned for use during this time.

TELEPHONES-LANDLINE, MOBILE AND SATELLITE

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

There is limited mobile phone coverage in the Shire. Populated centres have mobile phone coverage however satellite phones are required in non-coverage areas.

Internet connection is available in Cooktown, with dial-up satellite-based access required in the more remote areas of the Shire. Internet, SKYPE-type communications and video conferencing are available in some areas within the Shire.

Safe Harbours

Cook Shire has no designated safe harbour. Boat owners are notified of events through Marine Safety Queensland and usually anchor up major rivers and tributaries on advice from the Coast Guard.

Boat Ramps and Wharves

Cook Shire has one wharf in Cooktown and maintains boat ramps in Cooktown, Marton, Ayton, Marina Plains and Port Stewart.

Sewerage

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

WATER SUPPLY

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

Health

COOKTOWN, LAKELAND, ROSSVILLE AND BLOOMFIELD

Cooktown Multipurpose Health (CMHS) Service is a level 3 in accordance with the Clinical Services Capability Framework. CMHS is a 24-hour facility which provides emergency, acute and residential aged care. The facility comprises two emergency beds, 16 acute beds, and 11 residential aged care beds, and can also accommodate patients with palliative care and respite requirements. A Renal Unit operates as a satellite service delivered by Cairns Base Hospital for Cook Shire clients. An Emergency Helipad is located on the hospital grounds capable of supporting a Rescue Helicopter. This facility Dental Team and visiting outreach services, clinical nurse's offices, consulting rooms and shared office spaces for Multiple Allied Health services. Cooktown has one private medical clinic which is located in Helen St, Cooktown.

LAURA

Laura Primary Health Care Centre (PHCC) is a level 1 CSCF Facility and has one consulting room and one emergency bed, the Laura PHCC is only suitable for triage The PHCC is serviced by visiting doctors and allied health from the Cooktown MPHS.

COEN

The Coen Health Clinic is a level 1 CSCF Facility that consists of a two-bed emergency room and provides primary health care services.

Aerodromes and airstrips

COOKTOWN AERODROME

- Owned and operated by Cook Shire Council with a fully sealed runway with night landing facilities
- Physical Characteristics - *11/29 105 53a PCN 9 /F /B /800 (116PSI) /U WID 30 RWS 90* Runway length is 1627 metres
- Coordinates are 15˚26.41'S; 145˚11.04'E
- Lakeland Airstrip
- Owned and operated by Cook Shire Council with an unclassified grassed landing ground
- Co-ordinates: 15˚ 26.7' S; 145˚ 11.1' E

LAURA AIRSTRIP

- Owned and operated by Cook Shire Council with an unclassified landing ground
- Co-ordinates: 15˚ 33.64' S; 144˚ 27.09' E

COEN AERODROME

- Owned and operated by Cook Shire Council with a fully sealed landing strip
- Physical characteristics - *11/29 108 40a PCN 8 /F /B /800 (116PSI) /T WID 30 RWS 90* Runway length is 1389 metres
- Co-ordinates: 13˚ 45.7' S; 143˚ 06.08' E

Emergency Services

3 police stations: Cooktown, Laura and Coen

2 ambulance stations: Cooktown and Coen

1 ambulance field office: Cooktown

1 first responders group: Lakeland

1 auxiliary fire station: Cooktown

8 rural fire brigades in the Cook LGA

3 SES groups: Cooktown, Lakeland and Coen

Royal Flying Doctor Service provides evacuation and transportation for patients and weekly clinics across the Shire.

Retrieval Services Queensland coordinates the Rescue Helicopters for the evacuation of patients through the 000 network.

National Parks

Queensland Parks and Wildlife have 6 Ranger bases in the Cook LGA: Cooktown, Rinyirru (Lakefield), Kutini-payamu (Iron Range), Heathlands, Elgoy (Old Dixie Station).

QPWS has a range of resources including incident command centres, fire-fighting equipment, off-power capabilities and communications to support the Cook LDMG during and after an event.
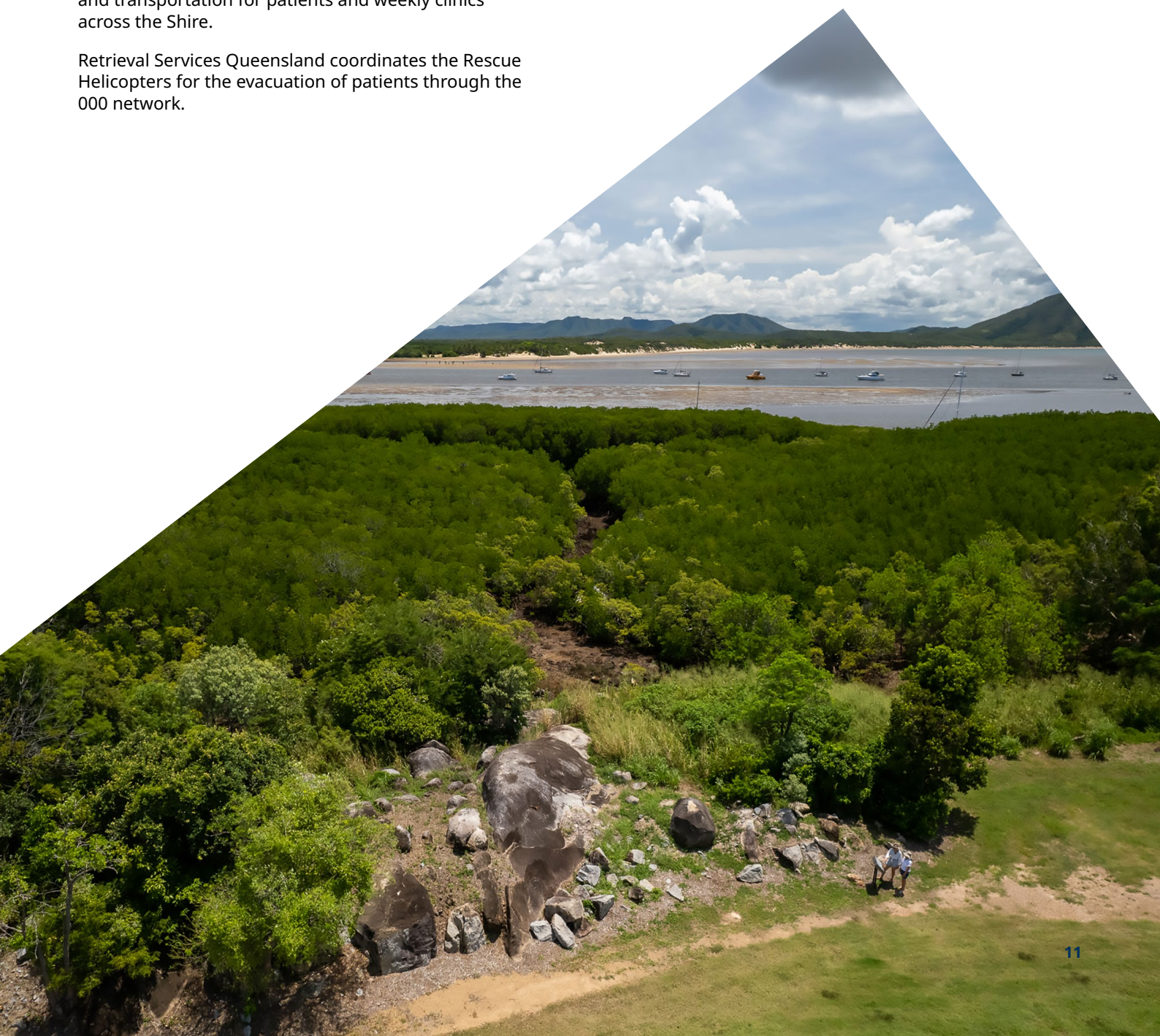
Prevention and Preparedness

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

Public Awareness

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

Cook LDMG is committed to reducing disaster risks wherever possible, by reducing the likelihood and/ or consequence of disaster events and implementing and promoting knowledge and awareness among the group members.

Risk assessment

Risk assessment is the process of evaluating the possible consequences of identified risks, and the likelihood that those risks will occur.

The Cook LDMG has a Natural Hazard Risk Assessment that was completed in 2006. Cook LDMG has commenced working with Wujal Wujal and Hope Vale LDMGs and the QFES Risk team to develop a new assessment under the Queensland Emergency Risk Management Framework. Although this has not yet been finalised, when completed this assessment will form part of the suite of documents utilised by the LDMG in relation to planning. When the QEMRMF is completed it will identify and examine hazards which will enable the LDMG to identify risk, perform an analysis of the risk to evaluate the likelihood and consequence of a disaster occurring and analysis of the evaluation to identify treatment options. This assessment will allow for the targeting of mitigation, preparation, recovery and resilience actions to achieve a safer and more sustainable community. Council's risk management processes are based on Australian Standard AS/NZS ISO 31000:2009 which provides guidance and advice on how an organisation manages its risk.

There are several ways Council and the community can reduce risk.

Disaster Mitigation

Disaster mitigation is the means taken aimed at decreasing or eliminating its impact on communities, the economy, infrastructure and the environment. The objective of prevention and disaster mitigation activities is to reduce risk and vulnerability through initiatives to enhance community resilience and sustainability.

Public Awareness

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

Cook LDMG is committed to reducing disaster risks wherever possible, by reducing the likelihood and/ or consequence of disaster events and implementing and promoting knowledge and awareness among the group members.

Compliance with Legislation, Regulations and Standards

Prevention and disaster mitigation can be, in part achieved through the application of, building codes and planning policies and legislation.

The responsibility for disaster risk management resides with all spheres of government. Despite the guiding role played by regions, the most important government sphere for the effective implementation of disaster risk management remains local government.

Insurance

In a disaster, there is significant impact on the whole community caused by underinsured and non-insured properties. It is considered that this is an issue for the insurance industry and the state government with input from the Cook Shire LDMG through its members.

Cook Shire LDMG and Council encourages all primary producers, property and business owners and tenants, through community awareness and education programs, to purchase appropriate insurance as a risk reduction strategy.

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

What Council is doing to prepare for a disaster?

Disaster management training and exercises

Disaster management training is critical to ensure that the LDMG and Council's disaster management workforce is skilled and ready for activation if required. QFES delivers a range of in-house and accredited training programs and professional development opportunities, which cover leadership, disaster operations and LDCC functional capabilities.

Mandatory training for each member of the disaster management workforce includes:

- Queensland Disaster Management Arrangements (QDMA).
- Guardian Incident Management System (developed by QITplus).

Disaster management exercises (functional-driven and/or desktop exercises) are also conducted in order to assess and validate capability. Exercises are controlled, objective-based activities used to practice, evaluate or test plans or procedures and resources. Exercises enhance the capacity and confidence of the people that participate in them.

Records of exercises and other training activities are held by the LDMG and included in the annual report of the LDMG. In determining whether an exercise achieved its original aim, it is important to evaluate to what extent the exercise objectives were met and how the exercise was conducted.

Internal Procedures and sub-plans

Cook's Local Disaster Management Plan is supported by a suite of sub-plans and internal Council procedures which includes response, hazard, site-specific, relief and recovery procedures in accordance with State policy and guidelines and stakeholder input.

The disaster management internal procedures and sub-plans document the policies and processes undertaken by Council in detail. Response procedures provide specific instructions and checklists for individual groups and roles.

Management of Residual Risks

Throughout the risk management process, residual risks will be identified. These risks cannot be reduced within the capacity of the shire.

Cook Shire has two (2) main residual risks:

STAFFING

a) It is recognised that the Council will lack the staff or specialised skill sets that may be required during an event. The ability to adequately staff an LDCC and a Place of Refuge at the same time may not be possible, particularly in the longer term of the response and recovery phases. Staff fatigue will also need addressing with limited skills and knowledge to backfill key positions.

b) There is NO capacity to staff evacuation centres and the Red Cross will be called upon to act as Centre Managers for evacuation centres.

LOGISTICS

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

b) These identified residual risks will be referred to the DDMG for inclusion in the district disaster management plan.

What you can do during an event

What you can do to prepare for a disaster. The following information provides advice on how you can protect yourself, your family, your home and/or your business in a disaster.

Emergency or evacuation kit

Prepare an emergency kit with items including:

For more information on emergency kits for homes and businesses visit https://www.getready.qld.gov.au/get-prepared/3-steps-get-ready/step-2-pack-emergency-kit

To pack your Pet emergency kit please visit: https://www.getready.qld.gov.au/get-prepared/protect-your-pet.

Emergency plans

Prepare a household plan for your family and pets or for your business using guidelines on https://www.getready.qld.atv.au/plan

Emergency Plan preparedness resources are available for older people, people with a disability and in accessible formats through https://www.redcross.org.au/get-help/emergencies/resources-about-disasters.

Early warning alerts

Sign up for Council's Early Warning service to receive free alert notices of severe thunderstorms, destructive winds and potential flooding. Alerts are distributed to Cook Shire residents or tenants whose registered address/s are within the warning area as defined by the Bureau of Meteorology.

SMS and Email alerts can be signed up for at http://disaster.cook.qld.gov.au/

Tune into warnings

Local media broadcasting

Radio	ABC Far North	105.7 FM
	Black Star Radio	96.9 FM (Cooktown) 100.5 FM (Lakeland) 102.7 FM (Coen) 107.7 FM (Portland Roads)
Websites	Cook Shire Council – Emergency Management Dashboard	www.disaster.cook.qld.gov.au
Local Newspapers	Cape York Weekly	Issued weekly
Social media	Facebook	www.facebook.com/CookShireCouncil/
	Twitter	https://twitter.com/cookshire
Notice boards	Cornetts IGA	Cnr Helen and Howard Sts, Cooktown
	Cooktown Post Office	123 Charlotte Street, Cooktown
Digital noticeboards	Cooktown Council Office Laura Town Hall Coen Town Hall	Remote digital access as required

Hazard-specific risks and what you can do to stay safe

The following key hazards for Cook Shire are outlined and information is provided on how to stay safe during severe weather e.g. cyclones, flooding, heatwave, bushfire, landslides, tsunamis, earthquakes and security incidents.

Severe weather (severe storms and cyclones)

Severe storms are a natural part of living in Cook Shire's subtropical climate with the storm season typically running from November to April each year.

Severe storms can be characterised by damaging or destructive winds, large hail and heavy rainfall which may lead to flash flooding.

Tropical cyclones are low-pressure systems that form over warm tropical waters and have gale-force winds near their centres.

What you can do to stay safe in severe weather

Before storm season begins, trim tree branches well clear of your house. If your property has large trees, arrange for an arborist to check them.

You should also:

- Check and clean your roof, gutters and downpipes.
- Identify loose objects in your yard and on your balcony, such as outdoor furniture and toys that will have to be put away or secured if a storm approaches.
- Have a supply of plastic shopping bags to use as sandbags for emergency stormwater diversion. Sandbags are best filled with sand rather than dirt. For more information on sandbagging go to: https://www.qfes.qld.gov.au/sites/default/files/2021-05/DIYSandbag.pdf
- Have masking tape and plastic sheeting or large garbage bags available for emergency rain protection.
- Sign up for Council's SMS and Email alerts via the Cook Disaster Dashboard.

As the storm approaches

When a severe storm approaches, make sure you have your mobile phone close by, and that it has a fully charged battery. Listen to a local radio station for information and disconnect all electrical appliances. Place your vehicles under cover or cover them with tarpaulins or blankets. Secure loose items. Shelter and secure your pets and animals but do not tie up pets outside.

In addition, if you are preparing for a cyclone:

- Secure doors and windows and draw curtains.
- Disconnect electrical items and outside TV aerials and turn off the gas.
- Ensure your car is topped up with fuel and park it undercover or cover it with tied tarpaulins or blankets.

When the storm strikes

When a severe storm strikes stay inside, keep away from windows and remain in the strongest part of the house, which is usually the bathroom. If you are outdoors, find emergency shelter and do not stand under trees. You should:

- Listen to your portable radio for storm updates.
- If driving, stop and park away from trees, power lines and creeks.
- Avoid using the landline telephone during the storm.

After the storm passes

- After the storm has passed, listen to your local radio for official warnings and advice.
- If you need emergency assistance, phone 000 (triple zero) life-threatening emergencies or the SES on 132 500 for temporary roof repairs or sandbagging.
- If safe to do so, check your house for damage.
- Stay away from fallen power lines.
- Report all fallen power lines to Ergon on 13 22 96.
- Beware of damaged buildings, trees and flooded watercourses.
- Check on neighbours.
- Do not go sightseeing.

For additional tips for your home, business, boat and caravan: https://www.getready.qld.gov.au/get-prepared/protect-your-vehicle-caravan-and-boat

Flooding (river, creek, tidal)

The sources of flood waters in Cook Shire typically come from creeks. Flash flooding is the most common type of flooding and can occur following intense rainfall events, such as thunderstorms. Flash flooding may have little warning time and result in flooding from stormwater runoff and creek flooding.

Creek flooding happens when intense rain falls over a creek catchment. Run-off from houses and streets also contributes to creek flooding. The combination of heavy rainfall, run-off and the existing water in the creek causes creek levels to rise.

River flooding is caused by widespread, prolonged rainfall over the catchment of a river. As the river reaches capacity, excess water flows over its banks causing flooding. River flooding downstream can occur many hours after the rain has finished.

Overland flow is run-off that travels over the land during heavy rainfall events. Overland flow can be unpredictable because it is affected by localised rainfall and urban features such as stormwater pipes, roads, fences, walls and other structures. The actual depth and impact of overland flow varies depending on local conditions, but it generally occurs quickly.

Tidal flooding can come from several sources such as higher than normal high tides and storm tides.

Higher than normal high tides frequently go unnoticed and have little to no impact. Sometimes they can cause localised flooding to in low-lying areas. Areas connected to the foreshore and tide-affected areas of the river, tidal creeks and other waterways can also be affected.

Storm tide flooding happens when a storm surge creates higher than normal sea levels. A storm surge is caused when a low-pressure system or strong onshore winds force sea levels to rise above normal levels. The impact of storm tides or storm surges is increased during high tides and can affect low-lying areas close to tidal waterways and foreshores.

For more information about the storm tide layers please visit: https://www.cook.qld.gov.au/development/storm-tide-and-stormwater

Storm Tide Evacuation Guide

Storm Mapping has been produced for the parts of the Cooktown area. The completed storm tide study provides consistent modelling and mapping for this region. Please visit: https://www.cook.qld.gov.au/development/storm-tide-and-stormwater

Areas subject to Storm Tide Inundation have been mapped and mapped areas are available on Council's Website. Areas have been mapped into 3 distinct colour zones being:

a) **Red Zone:** These areas are at the HIGHEST risk and refer to areas located up to 2 metres above AHD.

b) **Orange Zone:** These areas are at a High risk and refer to areas located between 2 and 3 metres above AHD.

c) **Yellow Zone:** These areas are at a Moderate risk and refer to areas located between 3 and 4.5 metres above AHD.
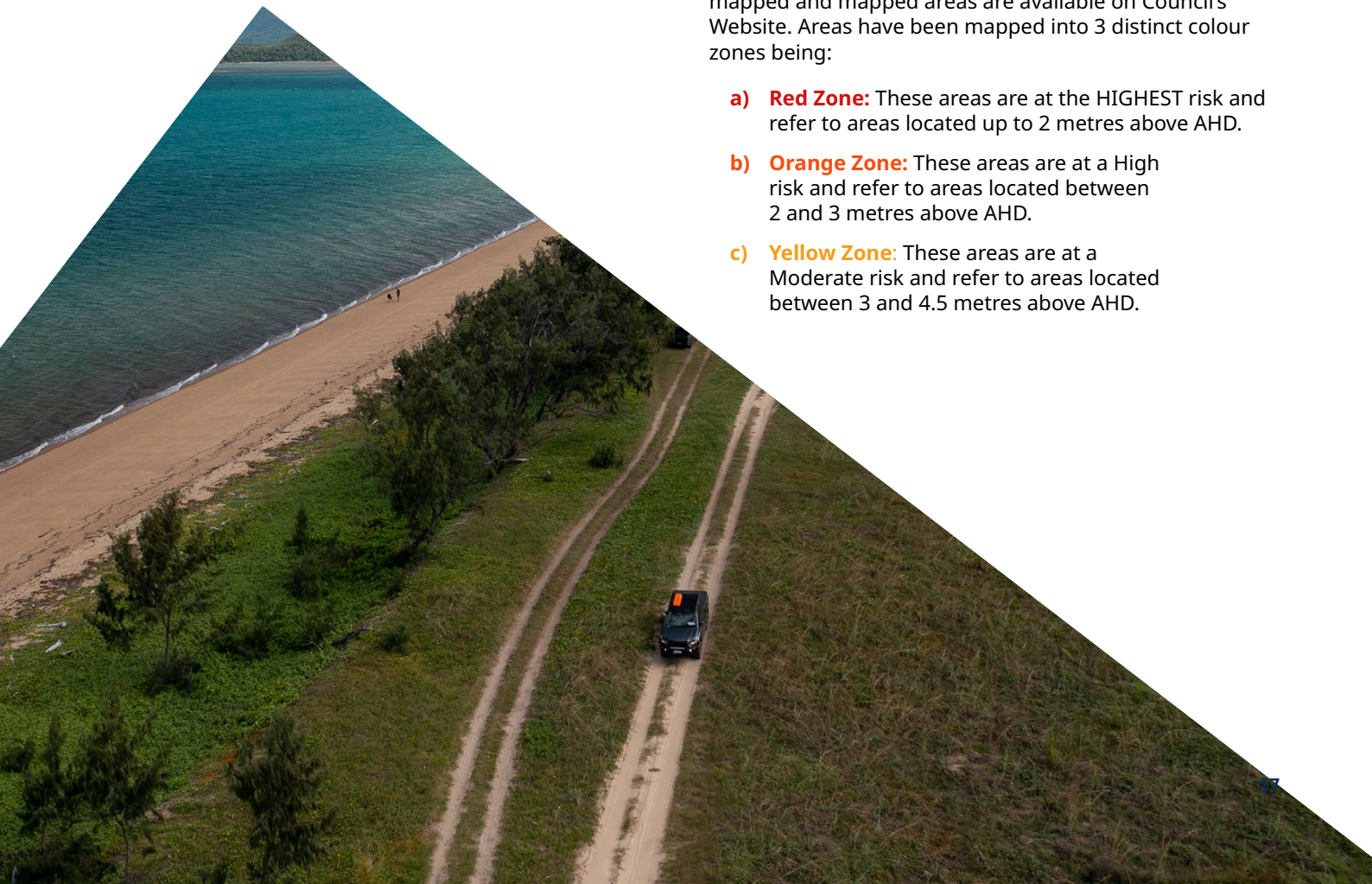
Places of refuge

Cook Shire has an identified Place of Refuge for each township that may be activated if required.

A Place of Refuge is a building that has been assessed to determine its suitability for use during cyclonic or flooding events. A Place of Refuge is NOT a Cyclone Shelter. A Place of Refuge should be the last option for consideration and will only be made available for those with no alternative means. It is provided for urgent immediate shelter for the provision of life. A minimum of 1.5m2 per person will be provided (single chair or standing room only) up to a maximum of 3.5m2 per person where adequate space is available (mattress and bag only). Where a Place of Refuge is activated, it will be managed by what can be put in place by Council at the time.

Places of Refuge by Township

Cooktown – PCYC Events Centre

Ayton – Bloomfield Library

Rossville – Rossville Community Hall

Lakeland – Lakeland Community Hall

Laura – Quinkan Centre   Coen – Well Being Centre

Portland Roads – Portland Roads Community Hall

A Place of Refuge is usually activated by the LDMG in the event of a Cat 3 Cyclone impacting on an area.

What you can do to stay safe during flooding?

The only way to stay safe is to **stay out of floodwater**.

If you are travelling, get yourself a Plan B – stay in, or find a safer way to travel. For more information go to https://www.getready.qld.gov.au/get-prepared/protection-while-you-travel

If you need to evacuate

You may be asked to evacuate, but if you plan to leave early make sure you tell the police and your neighbours. In either case, you should take these actions:

- Pack warm clothing, essential medication, valuables, personal papers, photos and mementos in waterproof bags, to be taken with your Emergency Kit.
- Raise furniture, clothing and valuables onto beds, tables and into roof space (electrical items highest).
- Empty freezers and refrigerators, leaving doors open (to avoid damage or loss if they float about).
- Turn off electricity, water and gas.
- Take your mobile phone and charger.
- Don't forget your pets.
- Lock your home and take the recommended evacuation routes for your area.
- Never drive into water of unknown depth and current.

If you stay

- If you remain in your home or when you return take these precautions:
- Keep your Emergency Kit safe and dry.
- Do not eat food which has been in contact with floodwater and boil all water until supplies have been declared safe.
- Don't use gas or electrical appliances which have been flood affected until they have been safety checked.
- Beware of snakes and spiders which may move to drier areas in your house.
- Avoid wading, even in shallow water as it may be contaminated.
- If you must enter shallow floodwater, wear solid shoes or boots for protection.
- Do not handle wet electrical equipment.
- Check with police for safe routes before driving anywhere and don't enter flood water without checking depth and current.
- Keep listening to your local radio or TV station and follow all warnings and advice.

What you can do to stay safe during tidal flooding

- During a higher-than-normal high tide it is important to listen for weather warnings and conditions.

Strong onshore winds can cause wave action and increase water levels. When combined with rain, higher than normal high tides can cause local drainage systems to reach capacity, increasing the chance of localised flooding.

Residents in areas prone to localised flooding due to high tides are advised to avoid driving through flood-affected roads and avoid parking their cars on the street during the event. Council encourages residents to make new neighbours aware of localised flooding risks.

Residents are urged to take precautions if required during events. Sandbags and sand will be made available at the **SES Building, 31 Charlotte Street, Cooktown.** Residents are advised to bring their own shovels.

Pandemic influenza

Pandemic Influenza is a global threat that can result in widespread infection and can have severe social and economic consequences and cause widespread disruption. Prior planning and properly coordinated response measures can minimise the impacts.

A human influenza outbreak in Queensland is a 'controlled notifiable condition' under the Public Health Act 2005. The Chief Medical Officer of Queensland Health is responsible for the overall management and control in response to any public health emergency.

Notable recent pandemics have been the 2020 COVID-19 pandemic and the 2009 swine flu pandemic.

Heatwave

A heatwave occurs when there are three or more days of high maximum and minimum temperatures that are unusual for that location.

The people most at risk from heatwaves are:

- Very young children
- Older people
- People with a chronic condition or illness
- Outdoor workers
- Homeless people
- People living with disabilities
- People in lower socio-economic brackets

What you can do to stay safe during a heat wave

Never leave a child or a pet alone in a hot car. On a typical Australian summer day, the temperature inside a parked car can be as much as 30-40 degrees higher than the outside temperature. That means on a 30-degree day, the temperature inside the car can be as high as 70 degrees Celsius.

Check on friends, relatives, and neighbours, particularly the vulnerable, elderly, or people with disabilities.

Some medications can impact a person's body to thermoregulate for example affecting the ability to sweat. Talk to your doctor about how to use and store medicines safely during heatwaves and in hot weather.

DRINK WATER REGULARLY
Drink two to three litres of water a day at regular intervals, even if you do not feel thirsty. If your fluid intake is limited on medical advice, ask your doctor how much you should drink during hot weather.

- Sports drinks do not replace water.
- Do not drink alcohol, soft drinks, tea or coffee—they worsen dehydration.
- Eat as you normally would but do try to eat cold foods, particularly salads and fruit.
- Avoid heavy protein foods (e.g., meat, dairy products) which raise body heat and increase fluid loss.
- Keep out of the heat as much as possible.
- Plan your day to keep activity to a minimum during the hottest part of the day.
- If you can, avoid going out in the hottest part of the day (11am to 3pm).
- If you must go out, wear lightweight, light-coloured, loose, porous clothes, a wide-brimmed hat and sunscreen and regularly rest in the shade and drink fluids.
- Avoid strenuous activities and gardening.
- Stay as cool as possible.
- Wear appropriate clothing to suit the hot weather.
- Stay inside, in the coolest rooms in your home, as much as possible.
- Block out the sun during the day by closing curtains and blinds and keep windows closed while the room is cooler than it is outside.
- Open windows and doors when there is a cool breeze, when the temperature inside rises and at night for ventilation.

- Use fans and air-conditioners at home to keep cool, or spend time in an air-conditioned library, community centre, shopping centre or cinema.

- Take frequent cool showers or baths and splash yourself several times a day with cold water, particularly your face and the back of your neck.

- Keep food refrigerated to reduce the risk of food-born diseases such as salmonella.

MONITOR ANIMALS FOR HEAT STRESS
Animals can also be affected by heat-related illnesses. If you are in charge of an animal (livestock or a pet) you have a duty of care to provide it with food, water and appropriate shelter.

For more information about heat waves, visit the Queensland Health website or

https://www.qld.gov.au/emergency/dealing-disasters/heatwave.html

Bushfire

Bushfires are unmanaged fires that burn uncontrollably. The severity of the bushfire season can be dependent on how dry the winter and spring has been.

Managing fire is vital for protecting our homes and maintaining environmental habitats. Council and other stakeholder undertakes fire management activities such as planned burns. Planned burns are controlled fires aimed at reducing the amount of fire fuel. These are identified in the Bushfire Risk Mitigation Plan **(BRMP)**. The goal of the BRMP is to document and encourage proactive actions to mitigate bushfire hazard and risk through planning and actions by land managers, owners or occupiers, as per section 67 of the Fire and Emergency Services Act 1990.

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

North Queensland's bushfire period peaks during the dry season, which is generally throughout winter and spring.

What you can do to stay safe during a bushfire

Queensland Fire and Emergency Services (QFES) recommend that people living in bushfire-prone areas have a personal bushfire survival plan based on the Bushfire Survival Plan Guideline. For more information go to: https://ruralfire.qld.gov.au

Public messaging and warnings will be available through Bureau of Meteorology fire weather warnings, media and radio announcements and through fire danger ratings which indicate potential danger and are displayed by QFES as low-moderate to catastrophic.

Residents are encouraged to prepare their properties ahead of the bushfire season, especially if their property backs onto or is near a bushland area. To protect your property against bushfires you should:

- Ensure you have a bushfire survival plan.

- Clear space around buildings and create a defensible space.

- Clear and remove undergrowth near buildings.

- Fill in any gaps around windows, door frames and eaves.

- Protect larger under-deck with non-flammable screens.

- Rake up bark, leaves and twigs.

- Make sure your property has clear access for firetrucks.

Protect yourself from smoke

Smoke inhalation can irritate the eyes and respiratory system and can potentially cause people with pre-existing medical conditions such as heart and lung disorders to experience a worsening of symptoms.

You can protect yourself from smoke inhalation by:

- Keeping up to date with bushfire alerts and Council information on planned burning activities.

- Ask your doctor if you have a chronic medical condition) about steps you can take to help you control your symptoms when air quality is poor.

- Being prepared with enough medication in the house to last you for several days.

- Seeking medical advice immediately if you are having trouble breathing or experiencing chest pain avoiding physical activity and staying indoors.

- Keeping indoor air as clean as possible:

  a) keep windows and doors closed and use draught excluders.

  b) turn on your air-conditioner if you have one and turn it onto "re-circulate" mode.

  c) use a clean filter for the air-conditioner and have some spare filters in the house.

  d) avoid activities that increase indoor air pollution, such as smoking, burning candles, frying food or vacuuming.

If it is too hot in your home with the doors and windows shut, or if smoke is still leaking into the house, at-risk people should arrange for shelter in another location. Heat stress is also a health risk, especially for older adults and people who are unwell.

Tsunami

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

A phone number, 1300 TSUNAMI (1300 878 6264), is available for the public to listen to tsunami warnings for Australia, and the Bureau of Meteorology's website displays relevant tsunami warnings and information.

For more information on the tsunami risk to Queensland visit:

https://www.disaster.qld.gov.au/qermf/Documents/Tsunami-Guide-For-Queensland.pdf

Earthquake

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

Terrorist/Security Incidents or threats

The risk of a terrorist or security incident occurring in the Cook Shire is unknown. The Mass Gatherings Executive Committee has prepared a protocol outlining the response by agencies to a major emergency event and a mass gathering.

Security threats/incidents are an Australian Government matter that is managed locally by the Queensland Police Service. During a security incident, government and non-government organisations each have a part to play in dealing with the situation. Council's primary responsibility and focus is on minimising the impact on residents and managing/restoring any service disruption.

The Australian National Security Hotline has been established for the public to report suspicious behaviour or activity. In an emergency call **000**

To report suspicious behaviour or activity call the National Security Hotline on 1800 123 400.

Hazardous Material Accident

While there are currently no declared hazardous sites in the Shire there is a potential for emergencies and disaster through the storage, transport, use and discharge of toxic, flammable, gaseous and infectious substances. Areas in the vicinity of industrial locations are particularly vulnerable to such accidents as well as service stations, swimming pool complexes, wastewater facilities, rural farm supply outlets, and bulk LPG supplies. The effects of this type of disaster could include severe chemical and/or thermal burns to large numbers of people requiring extensive medical treatment and/or evacuation of people from the contaminated area or damaged buildings.

There are several facilities which contain flammable and combustible liquids and other hazardous substances of varying quantities. Work Health and Safety Queensland are responsible for maintaining a register and ensuring the safe handling and storage of a range of hazardous substances as per schedule 11 of the Work Health and Safety Regulation 2011.

Hazardous Material Sites in Cook Shire

LOCATION	FUEL CAPACITY - LITRES
Cooktown	406,000
Ayton/Bloomfield	35,000
Lakeland	119,000
Laura	29,400
Hann River	32,000
Musgrave	48,000
Coen	468,500 (including town generator supply)
Archer River	50,000
Bramwell Junction	105,000

Major Passenger Road Accident

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

Aircraft Accidents

The Shire has regular passenger services to its airstrips and large numbers of commercial aircraft regularly fly over/into the Shire as well as a locally based aircraft charter operator. Council has been proactive in holding Airport exercises with various scenarios on a regular basis.

Major Infrastructure Failure

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

Landslides

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

Emergency Animal Disease

The potential exists in Australia for the rapid spread of exotic animal diseases with a subsequent impact on the rural and national economies.

Exotic Plant Disease

The potential exists in Australia for the rapid spread of exotic plant diseases with a subsequent impact on the rural and national economies.

Climate Change

Climate change can significantly influence the likelihood and consequences of a number of natural hazard addressed in this document.

Factors influencing overall risk

The disaster risk management field is continually challenged by changes to the frequency, intensity, distribution and duration of acute events, major disasters and long-term climate-related stresses. The need to incorporate climate change into the comprehensive disaster risk management approach across prevention, preparedness, response and recovery is paramount with climate-related disasters in Queensland getting larger in extent and magnitude. Consequently, the economic and social impacts are growing as disasters impact larger areas, last for longer (causing permanent impacts on agriculture) and urban-wildland interfaces are being surpassed by events.

Roles and responsibilities

Structure

Local government is primarily responsible for managing disasters within the local government area.

The Queensland Disaster Management Arrangements (QDMA) enable a progressive escalation of support and assistance through the tiers of the QDMA as required. If local governments require additional resources to manage an event, they can request support through the QDMA.

Queensland's whole-of-government disaster management arrangements are based on partnerships between government, non-government organisations, commerce and industry sectors, and the local community. These arrangements recognise each level of the disaster management arrangements working collaboratively to ensure the effective coordination of planning, services, information and resources necessary for comprehensive disaster management.

The figure above depicts the three layers of the Queensland's tiered disaster management arrangements including the link to the Australian Government for Commonwealth support when required.
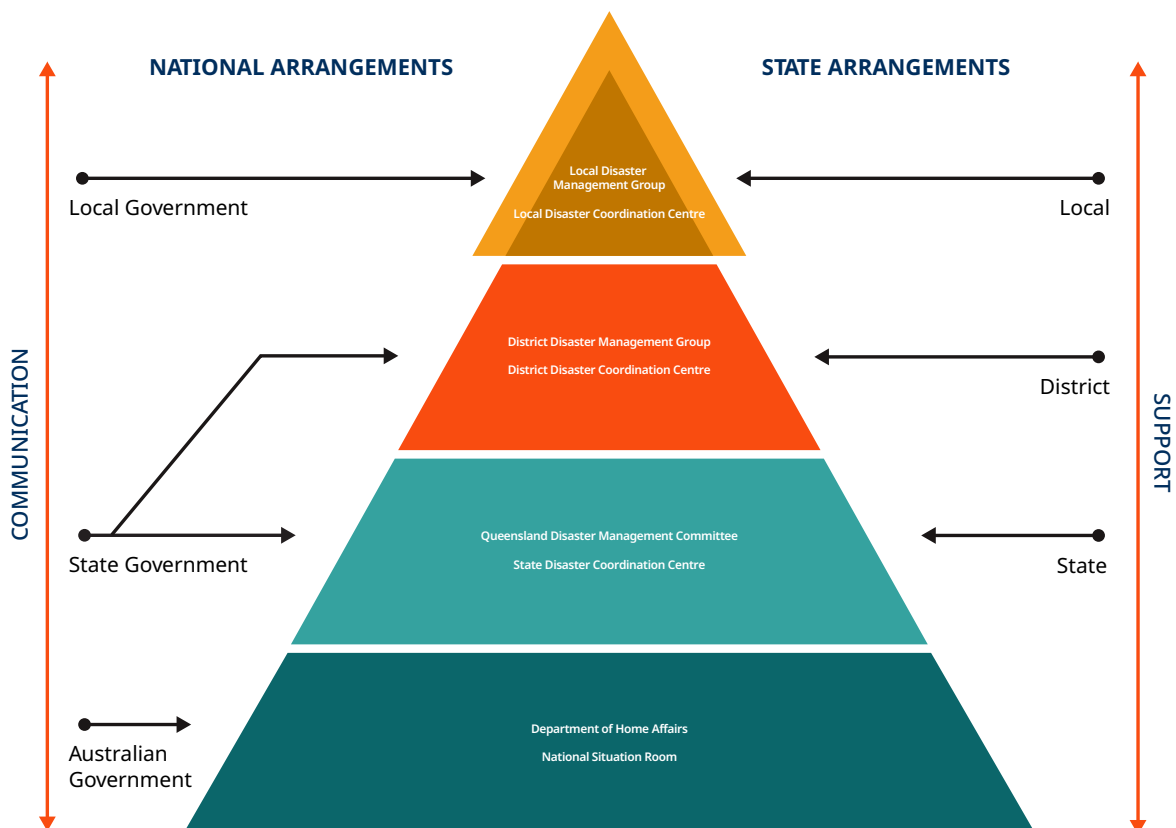
The arrangements enable a progressive escalation of support and assistance through these tiers as required. It comprises several key management and coordination structures through which effective disaster management for Queensland is achieved.

Principles of disaster management

All events should be managed in accordance with the Queensland Disaster Management Strategic Policy Statement, the State Disaster Management Plan, and State Disaster Management Guidelines.

Council's disaster management principles are based on the five guiding principles outlined in the Act, which form the basis of the Queensland Disaster Management Arrangements.

THE QUEENSLAND DISASTER MANAGEMENT SYSTEM

NATIONAL ARRANGEMENTS

STATE ARRANGEMENTS

Local Government

Local

State Government

District

Australian Government

State

COMMUNICATION

SUPPORT

Local Disaster Management Group
Local Disaster Coordination Centre

District Disaster Management Group
District Disaster Coordination Centre

Queensland Disaster Management Committee
State Disaster Coordination Centre

Department of Home Affairs
National Situation Room

A comprehensive approach

A comprehensive approach is adopted throughout disaster management planning to ensure that risk reduction and community resilience are developed in unison, while maintaining effective response and recovery capabilities.

The comprehensive approach provides an overarching framework for disaster management by identifying four phases: prevention, preparedness, response and recovery, as identified in section 4A of the Act.

- Prevention: the taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event.

- Preparedness: The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services can cope with the effects of the event.

- Response: The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support.

- Recovery: The taking of appropriate measures to recover from an event, including the action taken to support disaster-affected communities in the reconstruction of infrastructure, the restoration of emotional, social, economic and physical well-being and the restoration of the environment.

All-hazards approach

An all-hazards approach encompasses all types of natural and non-natural hazards and ensures one management system for disaster management arrangements for all of them. It involves the development of arrangements for managing the extensive range of possible effects and risks associated with disasters. The all-hazards approach is useful in that the range of effects and risks can create similar consequences which require similar actions including announcing warnings, evacuation, infrastructure repairs, medical services and recovery methods. However, several risks will necessitate specific prevention measures and response and recovery actions.

All-agencies approach

This approach recognises that no single agency can prepare for and deal with the disruption to community life and infrastructure that can result from a disaster. An all-agencies approach ensures collaboration between all levels of government, and other organisations and agencies that are required to support the four phases of the comprehensive approach.

Local disaster management capability

Cook Shire Council is primarily responsible for managing disaster events in the Shire. This is achieved through the establishment of the Local Disaster Management Group and with the support (where necessary) of the District Disaster Management Group and Queensland Disaster Management Committee.

Response Capability

The Cook Shire Council has limited personnel trained in selected disciplines as well as several vehicles, plant and equipment that can be applied to disaster response activities. Depending on the severity of the event the Cook LDMG may request additional response support through the DDCC. This will be in the form of a formal Request for Assistance.

Where additional resources are required, the resources will initially be sourced through local suppliers that are:

- Approved suppliers under Council's Preferred Supplier Arrangements.

- Contracted to Council to provide a service or resource.

- Are capable of providing the resources.

- Can support Council in responding to a disaster through the provision of resources.

- Registrar of Preferred Suppliers (RoPs).

Local Government Development Priorities

Community consultation has identified key areas of focus in Cook Shire Council's Corporate Plan 2022-2027. Theme 2 addresses *Well-being and Empowerment* through the *development of a resilient, healthy and compassionate Shire, united in community pride.* This is reflected in the identified strategies to deliver the desired outcomes that improve *Community Wellbeing, Safety and Natural Disaster and Emergency Resilience*.

These strategies include:

a) **Wel 5a.** Partner with community and other stakeholders to build community resilience to disasters and emergencies.

b) **Wel 5b.** Work with regional stakeholders to ensure that communities are prepared for, responds to, and recovers from disasters and emergencies. Cook Shire's Operational Plan annually identifies strategic priorities to be achieved by Council.

This approach has strong, established links between individuals, voluntary organisations and local authorities. It is acknowledged that individuals and communities can frequently help themselves and provide rapid, readily available and effective relief while external assistance may be limited due to resource capacities. When effectively integrated into disaster management arrangements, volunteer organisations are capable of providing assistance and access to resources, expertise and specialist skills. Individuals may be able to assist through knowledge of local hazards and by providing advice concerning risks. Additionally, individuals can reduce demand during responses by being informed of the risks and following advice on appropriate precautions.

Cook Shire Council and the Cape York Peninsula as a whole are not self-sufficient communities. It depends on outside sources for its food, energy and material requirements, as well as its principal sources of income. Most of the Cape rely on overland freight which is regularly affected during the wet season due to prolonged flooding of the Peninsula Development Road and Mulligan Highway. Such dependence imposes limits on community's resilience.

Council recognises other key principles of disaster management as follows:

- Disaster management is a responsibility of all levels of government including non-government organisations to work in partnership with each other and to provide a coordinated and seamless service to disaster-affected communities.

- Command, control and coordination responsibilities should be clearly articulated within the disaster management arrangements at local, district and state levels prior to a disaster or emergency.

- Disaster management arrangements must be supported by an organisational structure in order to establish the responsibilities for all phases of the comprehensive approach.

- Planning should be developed because of identifying, analysing and evaluating all disaster risks, including identifying shortfalls in disaster management capability and treatment options to ensure risks are managed effectively.

- Activation of disaster management plans is vital to ensure timely and accurate response to a disaster.

- Council's resources that exist for a day-to-day purpose should function as an extension of their core business when responding to a disaster.

- Individuals are to ensure that they comply with their workplace occupational health and safety guidelines and policies, and are responsible for their own safety.

- Efficient information management is critical for the successful management of a disaster.

Inspector-General Emergency Management (IGEM)

The role of the Inspector-General Emergency Management was first established in 2013 following a review of police and community safety and was formalised as a statutory position in 2014. The functions of the IGEM and the Office of the IGEM are prescribed in Sections 16C and 16H of the Act.

Functions of the IGEM include making and regularly reviewing disaster management standards, assessing entities involved with disaster management against the standards and working with entities to improve their disaster management capabilities.

IGEM is tasked with ensuring the best possible whole-of-government and whole-of-community arrangements to deal with emergencies and disasters. To support this commitment to disaster management excellence, the Office of the IGEM has developed an Emergency Management Assurance Framework.

Cook Shire Policies for Disaster Management

- articulate the vision and goals for Disaster Management for the Cook Shire in the medium to long term, in line with the main objectives of the Disaster Management Act;

- identify and analyse the potential impact of key issues on Disaster Management;

- set performance measures for reviewing the progress towards achieving the goals; and:

- outline the governance and accountability arrangements and systems in place to operationalise the strategic goals.

- this is achieved by the development and implementation of this Disaster Management Plan.

Functions of the Cook Local Disaster Management Group

Council is required under legislation to form a Local Disaster Management Group (LDMG). The Cook LDMG is chaired by the Mayor and membership of the group includes local and state government agencies, emergency services, non-government organisations as well as critical infrastructure and service owners all with whom have the necessary expertise to be a member.

The Cook LDMG is responsible for ensuring effective disaster management for a local government area is in place and maintained. During a disaster, the LDMG will provide the strategic direction and coordination of Council's response and recovery efforts for the community of Cook Shire.

The Cook LDMG intends to meet monthly from September to May in line with DDMG meetings then as directed by the Chair and annually reviews and assesses the disaster management plans and arrangements for Cook Shire. See Section 30 of the Act for more functions of the Cook LDMG.

Membership

The Cook LDMG is chaired by the Mayor of Cook Shire Council and in accordance with Section 33 to 37 of the Act. Representatives are appointed by the Chair of the Cook LDMG and should have the necessary expertise or experience and delegated authority to ensure the best possible disaster management is in place.

During Council Elections, the position of Chair will remain with the incumbent Mayor until the seat is declared by the Electoral Office. Council will endeavour to swear in the duly elected Mayor as soon as practicable after the declaration.

The position of Deputy Chair will be unfilled until successful councillors are sworn in and a Deputy Chair is elected at the first LDMG meeting after the swearing in ceremony.

The Cook Local Disaster Management Group consists of the following core member positions and the relevant persons are appointed in accordance with *Section 29 Disaster Management Act 2003*.

The membership of the Group is reviewed annually. Cook Shire Council authorised agencies to nominate at least one person to serve as a deputy, should their representative be unable to attend LDMG meetings. Deputies are recommended by their agency, and approved by the Chair and LDC of the LDMG.

Whilst deputies may assist in the LDMG's decision making processes through debate and other inputs, they do not hold any voting rights and do not contribute to forming a quorum for a LDMG unless they are acting in the capacity of an absent member (agency representative).

Core Members

The Cook LDMG comprises (but is not limited to) the following members:

LDMG Executive Core Membership	
Cook Shire Council	Chair, LDMG - Mayor
Cook Shire Council	Deputy Chair, LDMG - Councillor
Cook Shire Council	Local Disaster Coordinator – CEO
Cook Shire Council	Deputy Local Disaster Coordinator –DMO
Queensland Health	Director of Nursing
Queensland Fire and Emergency Services	Emergency Management Coordinator
Queensland Police Service	Officers In Charge Cooktown, Laura and Coen
Queensland Ambulance Service	Officers in Charge Cooktown and Coen

Additional Core Members	
Cook Shire Council	Director Infrastructure
Cook Shire Council	Director CEI
Cook Shire Council	Director OBS
State Emergency Services	Area Controller
Rural Fire Service	Area Inspector

Local Disaster Coordinator

The Local Disaster Coordinator for LDMG is Council's Chief Executive Officer.

This is a legislative role under sections 35 and 36 of the Act with the functions to:

- coordinate disaster operations for the local group.
- report regularly to the local group about disaster operations.
- ensure, as far as practicable, that any strategic decisions of the local group about disaster.
- operations are implemented.

Local Recovery Coordinator

The LDMG may appoint a Local Recovery Coordinator (LRC) to coordinate recovery at the local level. The person appointed should not be the same person appointed as the LDC.

Advisors

The LDMG may be supported by agencies other than permanent members to provide an advisory role threat-specific events. While advisors assist in the LDMG's decision-making processes through debate and other inputs, they do not hold any voting rights and do not contribute to forming a quorum for the group. The Chair and/or LDC are authorised to invite advisors and other persons to the LDMG.

COOK LDMG ADVISORS
Ang-Gnarra - CEO
Cook Shire Council - Secretariat
Cook Shire Council - Environmental Health Officer
Cook Shire Council - Media
Cape York Aboriginal Australian Academy Coen Campus - Principal
Cape York Family Centre - Multi Service Manager
Cooktown Auxillary Fire Brigade - Captain
Cooktown District Community Centre - Manager
Dept Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities & the Arts - Manager Cape
Dept Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities & the Arts - Principal Community Recovery Officer
Dept of Housing - Senior Customer Service Manager (Housing)
Endeavour Christian College -Principal
Ergon - Work Group Leader Cooktown
Gungarde – CEO
Holy Spirit College - Deputy Principal (Cooktown Based)
Hope Vale Aboriginal Shire Council - CEO
Lizard Island Research Centre - Director
Police Citizen Youth Club - Branch Manager
Queensland Education South Cape Cluster Schools - Principals
Queensland Health - Disaster and Emergency Manager
Queensland Parks & Wildlife Service- Rangers in Charge/ South & North Cape York
Queensland Police Service - Executive Officer - DDMG
Queensland Reconstruction Authority (QRA) - Regional Liaison Officer
Queensland Reconstruction Authority (QRA) - Principal Resilience and Recovery Officer
State Emergency Services Local Controller – Cooktown
State Emergency Services Local Controller - Coen
Weipa Town Authority -Local Disaster Coordinator
Wujal Wujal Aboriginal Shire Council - CEO

Local Disaster Coordination Centre

A Local Disaster Coordination Centre (LDCC) is established to support the LDMG in implementing the activities required for response and recovery activities during an event.

The LDCC provides a focal point for Council's coordination and prioritisation of resources and assets to support response and recovery operations in the event of a disaster or emergency. The LDCC is responsible to the Local Disaster Coordinator for the implementation of Cook LDMG priorities. The LDC should ensure appropriate levels of staff are identified and trained in the operation of the LDCC.

The primary location for the LDCC is the Council Chambers of the Main Administration Building, 10 Furneaux Street, Cooktown.

Cook Local Disaster Management Arrangements

Cook Shire Council works closely with other agencies and with the community to ensure the best possible prevention, preparedness, response and recovery is in place. One of the key components of this is the idea of shared responsibility; no one person or agency can do everything, but we can work together for a stronger, more resilient Shire.

Council is ideally suited to manage most disaster types at the community level, based on its understanding of local social, environmental and economic issues, and its knowledge of the shire's infrastructure. Council has comprehensive disaster management plans and is able to coordinate disaster management through its LDMG and LDCC.

Council's Disaster Management Team manages the day-to-day work of the Cook LDMG by developing policies, plans and processes in preparation for disaster events. This includes:

- Identifying the differing needs and vulnerabilities of communities.

- Maintaining and enhancing relationships with external emergency service agencies to ensure a collaborative approach.

- Managing and maintaining the LDCC capability.

- Providing operational coordination for response and recovery during and after an event.

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

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

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

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

The Cook Local Disaster Management Group will be activated in accordance with *Activation of Local Disaster Management Group Operational Plan.*

Guardian Incident Management System

The Cook Guardian Incident Management System (IMS) defines Council's scalable and flexible response to emergency or disaster events.

Guardian IMS is a comprehensive approach to disaster management, based on the Local Disaster Management Plan. It is a command-and-control system to logically manage and coordinate all emergency incidents from small and simple to large and complex events.

The Guardian IMS structure ensures effective management, with the focus on resource coordination, inter-agency coordination and personnel. This is achieved through the strategic and operational levels working together in times of disaster events.

State Emergency Services

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

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

The main functions of the SES are to:

- Perform search and rescue or similar operations;
- Help injured persons or protect persons or property from danger or potential
- danger; and
- Conduct other activities to help communities prepare for, respond to and recover from an event or disaster.
- Rural residents can generally be informed of warnings utilising the various online, telephone and radio networks throughout the Shire.
- First responder group – This function is only applicable for the Lakeland SES Group.

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

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

Hazard Specific Arrangements

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

Hazard	Primary Agency	State and National Plans
Animal and Plant Disease	Department of Agriculture and Fisheries	Australian Veterinary Emergency Plan Australian Aquatic Veterinary Emergency Plan Australian Emergency Plant Pest Response Plan Biosecurity Emergency Operations Manual
Biological (human related)	Queensland Heath	State of Queensland Multi-agency Response of Chemical, Biological, Radiological incidents
Pandemic		Queensland Pandemic Influenza Plan National Action Plan for Human Influenza
Bushfire	Queensland Fire and Emergency Services	Wildfire Mitigation and Readiness Plans (Regional) Bushfire Risk Mitigation Plan
Chemical		State of Queensland Multi-agency Response to Chemical, Biological, and Radiological incidents
Marine Incident	Queensland Police Service Maritime Safety Queensland	
Terrorism	Queensland Police Service	Queensland Counter-Terrorism Plan National Counter–Terrorism Plan
Severe weather events: cyclones, floods, storm surges and heatwave	Council QFES SES	LDMG Hazard Specific Sub Plans

Adapted from Queensland State Disaster Management Plan 2023

Response

Activation of response arrangements

Activation of the Cook LDMG and LDCC will be as a response to any event that has caused significant impact to the community, infrastructure and environment. Timely activation is critical for an effective response to an event.

Activation of the LDMG will automatically activate the LDCC and response arrangements will be guided by the following escalation levels. Activation stages are outlined as follows:

	Description	Triggers	Actions
Alert	• A heightened level of vigilance due to the possibility of an event in the area of responsibility. • No action is required however the situation should be monitored by someone capable of assessing the potential of the threat	• Awareness of a hazard that has the potential to affect the Shire	• **Disaster Management Officer** monitors events and maintains situational awareness. Identify hazards and risks and briefs Local Disaster Coordinator and Chair • **LDC** may activate a response as managed through core business functions. • First briefing Core Members of LDMG • Initial advice set to LDMG
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	• There is a likelihood that threat may affect the Shire • Determine trigger point to Stand Up • Confirm level and potential of threat • Commence cost capturing	• **DMO** issues updates and reports, provides advice to the LDC and Chair and prepares LDCC for operations. Establish regular communications with warning agency. • **Disaster Management Team** issues updates and reports and/or situation reports. • **Disaster Management Officer** may activate a response managed by the key Council business units. • **Local Disaster Coordinator** may activate the LDCC. Conduct meeting and/or update with available LDMG. LDC advises DDC of lean forward and establishes regular contact. • **Council staff** prepare for operations • **Media** - Public information and warning initiated
Stand Up	• The operational state following 'lean forward' whereby resources are mobilised, personnel are activated, and operational activities commenced. • Disaster coordination centres are activated.	• 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	• **Disaster Management** issues updates and reports, provides advice to the Local Disaster Coordinator, prepares LDCC for operations. Rosters for LDCC planned and implemented. Commence SITREPs to DDMG. • **Local Disaster Coordinator** may activate the LDCC for an event that requires a complex response from a range of stakeholders. DDMG advised of potential requests for support. • **LDMG** may meet. Commence operational plans • **Council** shifts to disaster operations.
Stand Down	• Transition from responding to an event back to normal core business and/or recovery operations. • There is no longer a requirement to respond to the event and the threat is no longer present.	• No requirement for coordinated response • Community has returned to normal function • Recovery taking place	• Final checks for outstanding requests • **Local Disaster Coordinator** approves stand down of LDCC. Debrief of staff in LDCC and debrief with LDMG members • Hand over to **Recovery Coordinator** for reporting • Implement plan to transition to recovery Return to local government core business • **DMO and Council** to consolidate financial records

The movement of disaster management groups through this escalation phase is not necessarily sequential, rather is based on flexibility and adaptability to the location and disaster. Activation does not necessarily mean the convening of the Cook LDMG, rather the provision of information to group members regarding the risks associated with a pending hazard impact.

Community warning and alerting systems

In the event of a potential emergency or disaster situation, a warning may be issued by an agency that maintains monitoring devices, including the Bureau of Meteorology (weather warnings only), Council, QPS, and/or any of the emergency services.

The Chair or LDC of the LDMG, or delegate, is the official source of public and media information and is the chief media spokesperson.

Prior to the activation of the LDCC, Disaster Management is responsible for preparing and distributing warnings and reports to the members of the LDMG and other key stakeholders.

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

Event	Issuing Authority	Usual Warning Method	Alternative Sources of Information	Contact Details
Cyclone Flooding Severe Storm	Bureau of Meteorology (BOM)	TV Radio Email Social Media	Internet UHF Repeaters Public notices	www.bom.gov.au Tropical Cyclone, Severe Weather & Tsunami Warnings 1902 935 278 Tropical Cyclone Threat Map 1902 935 277 Flood warnings 1902 935 065
Bushfire	QFES	Radio Social Media Emergency Alerts – Mobile phones and landlines	Internet Public Notices	www.qfes.qld.gov.au www.firenorth.org.au

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

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

Event	Source	Initial Contact	Agencies to be Notified
Cyclone/Severe Storm	BOM/QFES	LDC/Chair	Disaster Management Group Representatives
Rural Fire	QFES/Public	LDC/Chair	Disaster Management Group Representatives
Flooding	BOM/Residents/Council staff	LDC/Chair	Disaster Management Group Representatives

Emergency Alert

Emergency Alert is the national telephone-based emergency warning system that sends messages:

- Via landlines based on the location of the handset.
- Via mobile phones based on an individual's billing address.
- For Telstra mobile account holders based on the device's location.

The system provides emergency service organisations with another way to warn communities in the event of an emergency such as bushfire and extreme weather events. Find out more visit www.emergencyalert.gov.au/

Standard Emergency Warning Signal

Standard Emergency Warning Signal (SEWS) is a wailing siren sound used throughout Australia for various emergency events of major significance, such as cyclones, flooding and severe storms. When you hear the signal on the radio or television, pay careful attention to the message that follows and act immediately on the advice given. There are strict rules on the use of this warning signal in Queensland which are outlined in the SEWS guidelines.

To find out more visit https://www.disaster.qld.gov.au/dmg/st/Documents/M1171-Queensland-SEWS-Manual.pdf#search=SEWS

Disaster Declaration

In accordance with Section 64 of the Act, and with the approval of the Minister, the District Disaster Coordinator may declare a disaster situation for the district or a part of it. As outlined in Sections 75 and 77 of the Act, the declaration confers extra powers on declared disaster officers to perform actions, give directions and control movements within the declared area.

In declaring a disaster situation, the District Disaster Coordinator is to be satisfied that a disaster has happened, is happening or is likely to happen in the disaster district. It is likely to be necessary for the district disaster coordinator or a declared disaster officer to exercise declared disaster powers to prevent or minimise:

- Loss of human life.
- Illness or injury to humans.
- Property loss or damage.
- Damage to the environment.

Isolated Communities

If you live in a community that is vulnerable to isolation, we recommend that you have the necessary plans and arrangements in place to be able to shelter-in-place for an extended period. This includes food and essential household and personal items (including medication).

During isolation, a planned and coordinated local community response is paramount to ensuring the community remains resilient to the consequences of being isolated.

Council encourages local community groups in areas at risk of isolation to coordinate a community support centre (a community-led and operated facility that acts as a hub for sharing information and may also be used as a location for resupply). Depending on the period of isolation, or anticipated isolation, the resupply of food, medications and essential items is to be coordinated by the community support centre.

Impact Assessment

Impact assessment is the organised process of collecting and analysing information after an emergency or disaster to estimate:

- Extent of loss or injury to human life.
- Damage to property and infrastructure.
- The needs of the affected community or response, recovery and future prevention and preparedness assistance.

The purpose of disaster impact assessment is to provide disaster management groups with a source of comprehensive, standardised information on the impact of an event. This information is used to set priorities and make decisions relating to the response to an emergency or disaster and to the initial steps leading to recovery.

There are two basic types of impact assessment:

(1) Post Impact Assessment – examines the way in which a hazard has affected the community.

(2) Needs Assessment – examines the type, amount and priorities of assistance needed.

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

Elements of Recovery

Human and Social

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

The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (TATSIPCA), as the lead agency for human and social recovery, provides:

- advice and State Government human and social resources in support of LDMG-led recovery processes.

- coordination and collaboration between agencies engaged in human and social recovery at a district and state level.

- service delivery to disaster-affected people through triage assessment, outreach services and recovery hubs.

- financial assistance to disaster-impacted people through:

    ○ Emergency Hardship Assistance Grants

    ○ Essential Services Hardship Assistance Grants

    ○ Essential Household Contents Grants

    ○ Structural Assistance Grants

    ○ Essential Services Safety and Reconnection Scheme

- information, advice, referral, counselling and personal support through arrangements with partner agencies.

- the provision of housing assistance including social housing and the activation and management of the Emergency Housing Assistance Referral Service (EHASRS) and homelessness support services.

- The Management of Smart Service Queensland and the associated telephony systems on behalf of a number of government departments such as SES and the Community Recovery Hotline.

Following a disaster, affected individuals, households and communities may however require a range of community services and supports and depending on the circumstances may require the provision of additional services and/or specific recovery and resilience oriented activities and services. Disaster events can cause financial and emotional hardship for individuals, families and communities, significant disruptions to education, employment, housing, personal care and other social, sporting, community and personal networks. Individuals and communities have inherent strengths, assets and resources, which should be recognised, valued and used in all aspects of disaster management. Human and Social Recovery processes seek to support individuals, families and communities by building upon those strengths, and by viewing people as survivors in charge of their own lives, not as victims.

See Appendix 5 for further details on available funding or grants.

- Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts (TATSIPCA)

- Department of Housing

- Department of Child Safety, Seniors and Disability Services

- Department of Energy, Renewables, Hydrogen, Public Works and Procurement

- Cooktown District Community Centre
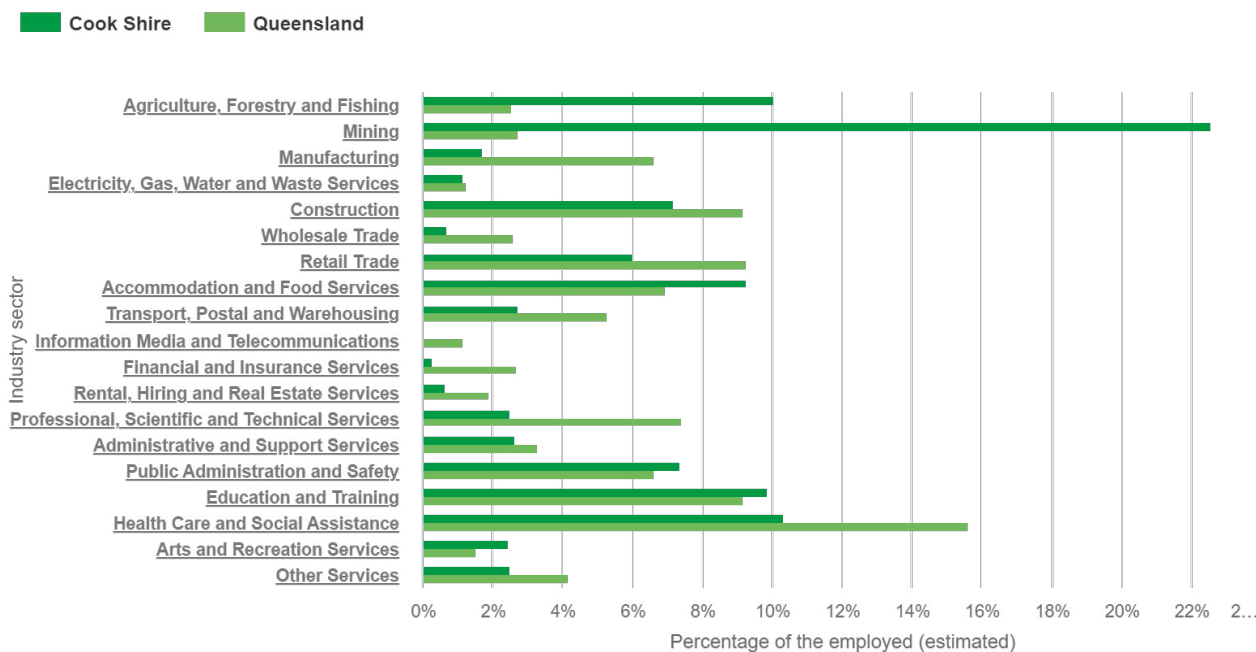
- Gungarde Aboriginal Community Centre Corporation

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

Building Recovery

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

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

Employment (total) by industry 2021/22

Cook Shire **Queensland**

Industry sector (y-axis):
Agriculture, Forestry and Fishing
Mining
Manufacturing
Electricity, Gas, Water and Waste Services
Construction
Wholesale Trade
Retail Trade
Accommodation and Food Services
Transport, Postal and Warehousing
Information Media and Telecommunications
Financial and Insurance Services
Rental, Hiring and Real Estate Services
Professional, Scientific and Technical Services
Administrative and Support Services
Public Administration and Safety
Education and Training
Health Care and Social Assistance
Arts and Recreation Services
Other Services

Percentage of the employed (estimated): 0%, 2%, 4%, 6%, 8%, 10%, 12%, 14%, 16%, 18%, 20%, 22%, 2...

.id informed decisions

Economic Recovery

According to the National Institute of Economic and Industry Research (NIEIR), as at June 2022, the top employment industries within the Shire are mining, construction, Health Care and Social Assistance and accommodation and food services, with a large percentage of workers employed by government agencies.

There is not likely to be a significant impact on the job security within the Shire following a disaster.

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

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

Environmental Recovery

Cook Shire has very little ability to provide environmental recovery and therefore the majority of managing environmental damage would be provided by the Department of Agriculture, Fisheries and Forestry and Queensland Health's Tropical Public Health Services.

Roads and Transport

Cook Shire will work closely with the Department of Transport and Main Roads and Digital Services and neighbouring Councils to ensure access to communities and critical supply chains are maintained.

Stages of Recovery

Recovery is delivered in three phases as the event passes and the response and recovery efforts are actioned. The three phases of recovery recognise the needs of the community across the various stages of an event.

Immediate short-term recovery (relief) supports the immediate needs of individuals, businesses and the community affected by a disaster or significant emergency. It may involve providing shelter, life support and essential human needs, including evacuation centres.

Medium-term recovery involves the reconstruction of physical infrastructure, restoration of the economy and of the environment, and support for the emotional, social and physical wellbeing of those affected. Medium-term recovery can occur for weeks and months after the event.

Long-term recovery can occur for months and years after the event. It continues the work of medium-term recovery and plans for a return to normal business while looking at the longer-term recovery needs of individuals and communities.

Recovery Services

Community recovery services aim to assist communities to recover from the effects of disasters.

Council coordinates its recovery program of work to ensure affected infrastructure and assets are repaired or restored as soon as possible after the event so that essential services are returned to a proper level of functioning. Council works closely with a range of agencies and organisations to help coordinate the assistance to affected individuals, families or communities.

The Queensland Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts works closely with a range of organisations to provide Human and Social recovery services during a disaster. Depending on the extent of the disaster, this may include referral to support services and provision of financial assistance to residents.

It can offer the following services during an activation:

- Community Recovery Hotline (1800 173 349).

- Outreach visits to impacted communities. Self-recovery app for people to access vital information and request assistance.

- Recovery Hubs are physical locations where the community can go to access a range of services including financial assistance and support services.

Public Health and Safety

For life threatening emergencies call **000**.

Sickness and injury can occur after a disaster event due to the breakdown of utilities, such as power, sewerage and water supply. This can increase the risk of disease during clean-up and recovery operations. The most common health risks during post disaster clean-ups include falls, skin lacerations, snake or spider bites, skin infections, sunburn and mosquito-borne infections.

Queensland Health offers advice on ways to reduce risk during the clean-up and recovery from a disaster at www.health.qld.gov.au/disaster or phone 13 HEALTH (13 43 25 84).

Coping with stress

Disasters exert an emotional toll and can place strain on relationships and cause behavioural changes and strong emotional reactions. If you need help, call:

- Lifeline on 13 11 14.

- Australian Red Cross on 1800 733 276 or visit www.redcross.org.au

- Your general practitioner, local community health centre or local mental health service.

Financial assistance

Response and recovery from an emergency/disaster event can have major financial impacts on the community. Financial assistance may be available under the Disaster Recovery Funding Arrangements (DRFA) or State Disaster Relief Arrangements (SDRA). The Queensland Reconstruction Authority manages these arrangements.

There are various types of assistance including personal hardship, essential services grants, restoration of public assets, assistance for small businesses and primary producers. The Queensland Reconstruction Authority has fact sheets and guidelines available at: https://www.qra.qld.gov.au/our-work/disaster-recovery-funding

Local Recovery Group

The LDMG may establish a Local Recovery Group and appoint a Local Recovery Coordinator to plan for and manage the recovery phase of disaster management for their local government area on behalf of the LDMG. Once established, the LRG will consider the Terms of Reference specific to the event. The LRG should develop an Action Plan to meet the requirements of the Terms of Reference.

The conclusion of the recovery phase will be determined by the LRG. The LRG will manage the recovery process for as long as whole of government recovery support is required, the Terms of Reference for the LRG have been achieved and until government recovery agencies have the capacity to accept the management of the workload within the agencies core business processes.

Resupply

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Further details are addressed in the Resupply Operational Plan.

Appendix 1: Acronyms and Abbreviations

The following abbreviations are used throughout the Local Disaster Management Plan

ABS	Australian Bureau of Statistics
ADF	Australian Defence Force
AHD	Australian Height Datum
ASA	Air Services Australia
ARFF	Aviation Rescue & Fire Fighting
BoM	Bureau of Meteorology
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DTMR	Department of Transport and Main Roads
EA	Emergency Alert
GBRMPA	Great Barrier Reef Marine Park Authority
IGEM	Inspectorate General Emergency Management
JCU	James Cook University
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
MSQ	Maritime Safety Queensland
NPWS	National Parks and Wildlife Service
QAS	Queensland Ambulance Service
QDMA	Queensland Disaster Management Arrangements
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
RFA	Request for Assistance
RFS	Rural Fire Service
SDCC	State Disaster Coordination Centre
SES	State Emergency Service
SitRep	Situation Report
The Act	*Disaster Management Act 2003*

Appendix 2: Glossary-Disaster Management Definitions

Advisor: A person invited to participate in the business of a disaster management group in an advisory capacity on an as-required basis.

All-hazards approach: This means dealing with all types of emergencies or disasters, and civil defence, using the same set of management arrangements.

Assessment: Survey of a real or potential disaster, to estimate actual or expected damages, and to recommend prevention, preparedness and response measures.

Chair: The person appointed by the local government as the Chair of the Local Disaster Management Group.

Community recovery: Focuses on those 'people issues' by which individuals, families and whole communities are assisted to regain an acceptable level of functioning after the disaster. It is usually divided into two phases, initial and longer-term recovery.

Coordination: The bringing together of organisations to ensure effective disaster management before, during and after an event. It is primarily concerned with systematic acquisition and application of resources (people, material, equipment, etc.) in accordance with priorities set by disaster management groups. Coordination operates horizontally across organisations and agencies.

Coordination centre: A centre established at state, disaster district or local level as a centre of communication and coordination during response and recovery operations, in Council this is the LDCC.

Declaration: The formal procedure to enable declared disaster powers under the Disaster Management Act 2003 (s64-s69) as required. Specific powers may be used to prevent or minimise loss of life, injury or damage.

Disaster: A serious disruption in a community, caused by the impact of an event that requires a significant coordinated response by the state and other entities to help the community recover from the disruption.

'Serious disruption' means:

- Loss of human life or illness or injury to humans.
- Widespread or severe property loss or damage.
- Widespread or severe damage to the environment. (SDMP, the Act).

Disaster district: A part of the state prescribed under a regulation as a disaster district. (The Act.)

Disaster management: Arrangements to manage the potential adverse effects of an event, including, for example, arrangements for mitigating, preventing,

preparing for, responding to and recovering from a disaster. (The Act)

Disaster operations: Activities undertaken before, during or after an event happens, to help reduce the loss of human life, illness or injury to humans, property loss or damage, or damage to the environment, including, for example, activities to mitigate the adverse effects of the event. (State Disaster Management Plan.)

District disaster coordinator: A person appointed as a district disaster coordinator under Section 25 of the Act.

Economic recovery: Refers to the processes and activities that are put in place following a disaster, to encourage the resumption of normal levels of economic activity within the disaster-affected community. The contributing agencies may include all levels of government, industry-based organisations and private enterprise companies.

Emergency alert: A national telephone warning system that provides Australian emergency authorities with an enhanced ability to warn the community in the event of an emergency. The warning system is another tool available for organisations to issue emergency warnings. Emergency Alerts will be issued via landline and mobile telephones.

Emergency human services: Refers to a range of activities undertaken to manage the immediate impacts of a disaster or an emergency event on the people in the community. The functions to be performed may include evacuation, registration, catering, short-term sleeping accommodation and ablutions, personal support, first aid services, volunteer coordination and management of donations.

Evacuation: The planned movement of persons from an unsafe or potentially unsafe location to a safer location and their eventual return.

Evacuation centre: A building located beyond a hazard to provide temporary accommodation, food and water until it is safe for evacuees to return to their homes or alternative temporary emergency accommodation.

Event:

- A cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or
- other natural happening.
- An explosion or fire, a chemical, fuel or oil spill or a gas leak.
- An infestation, plague or epidemic.
- A failure of, or disruption to, an essential service or infrastructure.

- An attack against the state.

- Any other event similar to those listed above.

- An event may be natural or caused by human acts or omissions. (SDMP.)

Hazard: A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be natural, anthropogenic or socio-natural in origin.

Immediate evacuation: An evacuation resulting from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time.

Incident: Day-to-day occurrences, which are responded to by a single response agency by itself or in cooperation with other response agencies.

Infrastructure recovery: Focuses on the facilities, installations and utilities necessary for the proper functioning of the community. These include power, water supply, transport systems and communications.

LDCC Local Controller: Manages Council's response to an event and is responsible for coordinating and implementing the directions of the LDMG. The LDCC Local Controller coordinates Council's response through the LDCC.

Lead agency: An organisation which, because of its expertise and resources, is primarily responsible for dealing with a particular hazard.

Local Controller: The local controller of an SES unit means the person appointed as the Local Controller under section 134 (1) of the *Fire and Emergency Services Act*. (The local controller is nominated by the local government.)

Local Disaster Coordinator: The local disaster coordinator is appointed under section 35 of the Act to coordinate the operations during a disaster for the local group.

Local Disaster Coordination Centre (LDCC): Focal point for implementing LDMG priorities and for coordinating Council's response and recovery in the event of a disaster.

Local Disaster Management Group (LDMG): Chaired by the Mayor, the LDMG oversees the development and implementation of the Shire Local Disaster Management Plan.

Local Disaster Management Plan (LDMP): Under section 57 of the Act a local disaster management plan must be prepared.

'The plan must include provision for the following:

(1) the state group's strategic policy framework for disaster management for the state, and the local government's policies for disaster management.

(2) the roles and responsibilities of entities involved in disaster operations and disaster management in the area.

(3) the coordination of disaster operations and activities relating to disaster management performed

by the entities mentioned in paragraph (b).

(4) events that are likely to happen in the area.

(5) strategies and priorities for disaster management for the area.

(6) the matters stated in the disaster management guidelines as matters to be included in the plan.

(7) other matters about disaster management in the area the local government considers appropriate.' (The Act).

Mitigation: Activities intended to reduce or eliminate risks or lessen the actual or potential effects or consequences of an event.

Planning: The process of developing a system for coordinating disaster response and establishing priorities, duties, roles and responsibilities of different individuals and organisations, including actual state of preparedness.

Preparedness: The taking of preparatory measures to ensure that, if an event occurs, communities, resources and services are able to cope with the effects of the event.

Prevention: The taking of preventative measures to reduce the likelihood of an event occurring or, if an event occurs, to reduce the severity of the event.

Recovery: The coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration.

Relief: Efforts to meet the needs of persons affected by a disaster, to minimise further loss through the provision of immediate shelter and basic human needs.

Resources: All personnel and equipment available, or potentially available, for incident tasks.

Response: The taking of appropriate measures to respond to an event, including action taken and measures planned in anticipation of, during, and immediately after an event to ensure that its effects are minimised and that persons affected by the event are given immediate relief and support.

Risk: The concept of risk combines an understanding of the likelihood of a hazardous event occurring with an assessment of its impact represented by interactions between hazards, elements at risk and vulnerability.

Shelter in place: An alternative or in addition to evacuation where individuals shelter within their homes, workplace or with family/friends if considered safe to do so.

Voluntary organisation: Non-governmental organisations or agencies, some possessing personnel trained to assist when disaster strikes. Some have capabilities extending from local to national and international levels.

Vulnerable groups: Categories of displaced persons with special needs, variously defined to include unaccompanied minors, the elderly, the mentally and physically disabled,

victims of physical abuse or violence and pregnant, lactating or single women.

Vulnerability: The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community to the impact.

Warning: The dissemination of messages signalling imminent hazard, which may include advice on protective measures.

For more disaster management definitions go to the Queensland Disaster Management Lexicon https://www.igem.qld.gov.au/assurance-framework/queensland-disaster-management-lexicon

These definitions have been taken from the IGEM Lexicon, the further definitions refer to the Australian Disaster Resilience Glossary (ADR), Queensland Disaster Management Guidelines, Risk Management Vocabulary ISO Guide, Australian National Search and Rescue Council, Queensland Reconstruction Authority (QRA), Queensland Fire and Emergency Services (QFES) and Queensland State Disaster Management Plan (SDMP).

Appendix 3: Operational Plans

Not for public release internal documents only

Disaster Management Operational Plans
Local Disaster Management Group Activation Plan
Disaster Coordination Centre Activation Plan
Media Management, Public Information and Warnings Plan
Place of Refuge/Evacuation Centre Management Plan (Cooktown)
Evacuation Plan
Impact Assessment Plan
Facility Emergency Preparedness and Continuity Management Plan - CMHC
Re-Supply Operations Plan
Cook Shire Recovery Plan
Cook Shire Natural Disaster Risk Management Study (to be replaced with QERMF when developed)
Pandemic Operational Plan

Appendix 4: Priority Power Restoration List

Cooktown

Cooktown Hospital and Health Service

Alive Pharmacy

Ambulance Station

Cornett's IGA Supermarket

ATMs

Service Stations

Telstra – Savage and Walker Streets

PCYC Events Centre

Cook Shire Council Admin Building

Cook Shire Works Depot

Police Station

Cooktown & District Community Centre

Senior Units

Coen

Primary Health Care Clinic

St John's Respite Centre

Police Station

Apunipima

Coen Store

Ambulance Station

Telstra Tower

Laura

Primary Health Care Clinic

Laura Roadhouse & Fuel

Police Station

Laura Store & Fuel

Ang-Gnarra Centre

Appendix 5: Activation Mechanisms-Funding Arrangements

The following table describes the trigger points and processes to activate financial assistance measures under the Disaster Recovery Funding Arrangements (DRFA) or the State Disaster Relief Arrangements (SDRA). Additional measures, such as the Australian Government Disaster Recovery Payment (AGDRP) and the Australian Government

Activation	Effect	Activation Criteria	Process
CATEGORY A Personal Hardship Assistance Scheme (PHAS)	PHAS is designed to alleviate personal (individual and family) hardship that has arisen as a result of the disaster. The grants include: Emergency Hardship Assistance (EHA) Essential Services Hardship Assistance (ESHA) Essential Household Contents Grant (EHCG) Structural Assistance Grants (SAG)	DRFA requires evidence of personal hardship and an assessment that local capacity has been exhausted. Evidence may include requests for assistance and damage to residents' dwellings. The total costs of the disaster must exceed $240,000. A disaster declaration is not required to activate these grants. SDRA can be triggered in small disasters where costs of repair to public and private assets and personal hardship are less than $240,000. There must be at least one personal hardship case that is beyond the capacity of local services and the person does not have insurance. A disaster declaration is not required to activate these grants.	A request for assistance, which may include activating the PHAS and/or the ESRS grants, can be initiated by: Mayor of the affected council LDMG Chair (if different) District Disaster Coordinator (Queensland Police Service) This person will contact the TATSIPCA representative on the LDMG, or the DHSRC Chair. TATSIPCA works with the Queensland Reconstruction Authority to request activation of the grants under either the SDRA (approved by the Director-General, Department of the Premier and Cabinet) or the joint State/Commonwealth funded DRFA (approved by the Minister for Police, Fire and Emergency Services).
CATEGORY B Essential Services Safety and Reconnection Scheme (ESSRS)	ESSRS assists uninsured homeowners to inspect and repair damaged essential services such as electricity, gas, water and sewerage.	As above.	As above.
CATEGORY B Disaster Assistance Loans for Non-Profit Organisations Essential Working Capital Loans Scheme for Non-Profit Organisations	Disaster Assistance Loans Concessional loans up to $100,000 to non-profit organisations to repair or replace damaged plant and equipment, and/or repair essential premises. Essential Working Capital Loans Scheme Concessional loans up to $100,000 to non-profit organisations that have suffered a significant loss of income by providing a loan for essential working capital required to continue operations. Both loan schemes are administered by the Queensland Rural and Industry Development Authority (QRIDA).	There must be at least one viable Non-Profit Organisation directly impacted by the disaster event that does not have adequate insurance to continue operation within the area. Non-profit organisations include religious institutions, aged persons homes, child care centres, disability support organisations, neighbourhood associations, sports clubs, non-profit schools and more.	() regional officers source information from state government agencies and local governments, industry bodies, non-government organisations and 'on the ground' observation from staff visiting affected areas to determine a need for this relief measure. If TATSIPCA identifies a need for the activation of this relief measure, TATSIPCA will contact the QRA to request activation. If local government identifies a need for activation, they are to contact TATSIPCA directly.
CATEGORY C Recovery Grants for Non-Profit Organisations	Standard and Exceptional circumstances grants for non-profit organisations to repair or replace damaged equipment or repair essential premises.	Non-Profit organisations (NPO) have suffered a significant loss of income. Category A and B must already be activated. Community/region/sector at risk of losing essential businesses[3]	The Department of Treaty, Aboriginal & Torres Strait Islander Partnerships, Communities and the Arts (TATSIPCA) will request activation using the Category C Request Form. The request may be accompanied by a National Impact Assessment Model assessment.
		Standard (up to $10k) >15% of NPOs affected Avg losses >$45k	Exceptional (up to $25k) >33% of NPOs affected Avg losses >$75k
CATEGORY D Exceptional disaster assistance	An act of relief or recovery carried out to alleviate distress or damage in circumstances which are, in the opinion of the Commonwealth, exceptional.	Category D relief measures may be made available when the community is so severely affected by an eligible disaster that additional funding is required to meet particular circumstances of the event and where a gap or need for special assistance above and beyond the standard suite (Category A and B) of the DRFA assistance arises.	Local Councils can discuss Category D assistance with. If necessary, will prepare a business case [5]for QRA to review and on-forward to the Department of the Premier and Cabinet. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

[3] Criteria are described in more detail in the Disaster Recovery Funding Arrangements 2018 Guideline 3 – Category C assessment framework section 58

[5] Business case requirements are described in DRFA section 4.5.4