

Local Disaster Management Plan (LDMP) Sub-Plan

Role Cards


V1 October 2021







Core Member & Advisory Roles & Responsibilities of the LDMG

The following table from section 2 of the Local Disaster Management Plan details the membership and responsibilities of the LDMG as appointed in accordance with *Sections 33 and 34 of the Act*. Any organisations not represented on the CSC LDMG can be accessed via the DDMG.

AGENCY	POSITION	STATUS	RESPONSIBILITIES
<p>LDMG ADMINISTRATION</p> <p>Cloncurry Shire Council</p> 	LDMG Chair – Mayor	Core Member	<ul style="list-style-type: none"> To chair LDMG meetings and to provide the primary link between the LDMG and Council To manage and coordinate the business of the group, to ensure, as far as practicable, that the group performs, its functions, to report regularly to the relevant district group, and the chief executive of the department, about the performance by the Local Group of its functions.
	LDMG Deputy Chair – Deputy Mayor	Deputy	<ul style="list-style-type: none"> Provide advice and support to the Chair and LDMG To chair LDMG Meetings in the absence of the Chair Provide a link between the LDMG and Council To participate in the issuing of public information and warnings.
	Local Disaster Coordinator – Chief Executive Officer	Core Member	<ul style="list-style-type: none"> To coordinate disaster operations for the Local Group, report regularly to the Local Group about disaster operations, to ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented. Provide advice and support to the Chair and Local Group. To activate the LDMP and LDCC when required.
	Deputy Local Disaster Coordinator – Director Works & Environmental Services	Deputy	<ul style="list-style-type: none"> To undertake the functions of the LDC in the LDC's absence. Provide advice and support to the Chair, LDC and Local Group.
	Local Recovery Coordinator – Director Community Development	Advisor	<ul style="list-style-type: none"> To undertake the functions of the Local Recovery Coordinator. To coordinate community support during disaster operations for the Local Group. Lead and coordinate recovery operations reporting regularly to the Local Recovery Group about recovery operations, to ensure, as







			<p>far as practicable, that any strategic decisions of the Local Group about recovery operations are implemented.</p> <ul style="list-style-type: none"> • Provide advice and support to the Chair and Local Group. • To activate the Recovery Group and develop an event specific recovery plan when required.
<p>Cloncurry Shire Council</p> 	Chief Executive Officer	Core Member	<ul style="list-style-type: none"> • Provide a link between the LDMG and Council.
	Disaster Management Support Officer	Advisor	<ul style="list-style-type: none"> • Support to the Local Disaster Coordinator
	Media & Public Relations Officer	Advisor	<ul style="list-style-type: none"> • Preparation and dissemination of public information and warnings during an event Responsibilities identified in Public Information and Warnings Sub Plan.
	Manager Planning & Environment	Advisor	<ul style="list-style-type: none"> • Supervise the Environmental Health Compliance Officer and any other EHO's assigned to Council for an event. • Responsibilities identified in Public Health and Evacuation Sub Plans.
<p>Queensland Police Service</p> 	Officer in Charge – Cloncurry Police	Core Member	<ul style="list-style-type: none"> • Refer to pg. 94 of the State Disaster Management Plan • Liaison between the agency and the LDMG.
	Disaster Management Support Officer	Advisor	
	Officer in Charge – Dajarra	Advisor	
	Mt Isa District Disaster Coordinator (DDC)	Advisor	<ul style="list-style-type: none"> • Liaison between LDMG and DDMG. • Provide advice and support to the Chair and LDC. • Conduit for communications and resources to and from the SDCC.



<p>Queensland Fire & Emergency Services (Fire & Rescue, Rural Fire Service, State Emergency Service and Emergency Management)</p> 	<p>Emergency Management Coordinator</p>	<p>Core Member</p>	<ul style="list-style-type: none"> Refer to pg. 90 and 91 of the State Disaster Management Plan Liaison between the agency and the LDMG.
	<p>SES Local Controller / Area Director Mt Isa / Rural Fire Inspector / Local Fire Chief Auxiliary</p>	<p>Advisor</p>	
<p>Queensland Ambulance Service</p> 	<p>Officer in Charge – Cloncurry</p>	<p>Core Member</p>	<ul style="list-style-type: none"> Refer to pg. 89 of the State Disaster Management Plan Liaison between the agency and the LDMG.
<p>Queensland Health</p> 	<p>Director of Nursing (DON) Cloncurry Hospital</p>	<p>Core Member</p>	<ul style="list-style-type: none"> Refer to pg. 92 and 93 of the State Disaster Management Plan Liaison between the agency and the LDMG.

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Queensland Government 	Principal Cloncurry State School, Department of Education	Advisor	<ul style="list-style-type: none"> Refer to pg. 75 of the State Disaster Management Plan Liaison between agency and the LDMG.
	Department of Transport & Main Roads / Roadtek	Advisor	<p>Refer to pg. 87 of the State Disaster Management Plan</p> <ul style="list-style-type: none"> Liaison between agency and the LDMG.
Telstra 	Account Executive	Advisor	<ul style="list-style-type: none"> Primary agency for the management and maintenance of the telecommunications network across all providers Liaison between agency and the LDMG.
Ergon Energy 	Work Group Leader	Advisor	<ul style="list-style-type: none"> Primary agency for providing, maintaining and restoring power supplies Provide advice to the LDMG on power supply issues Provide safety information to consumers Liaison between the agency and the LDMG
SunWater 	Area Operations Manager	Advisor	<ul style="list-style-type: none"> Liaison between the agency and the LDMG.

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Mines Inspectorate	Area Operations Manager	Advisor	<ul style="list-style-type: none">• Liaison between the agency and the LDMG.



Local Disaster Coordinator (LDC) Strategic Role Card

This role card has been developed to assist the Local Disaster Coordinator (LDC). The intent is to ensure key roles assigned to the LDC are actioned and that consideration is given to activating the Local Disaster Management Plan (LDMP) and each of the six Sub Plans.

Key Task	Tick
<ul style="list-style-type: none"> Maintain watching brief / state of readiness and receive initial information regarding events. Confirm the information from a different source, where appropriate 	
<ul style="list-style-type: none"> Establish and maintain liaison with the Chairperson of the Local Disaster Management Group (LDMG) and discuss the need to activate the LDMG (ALERT, LEAN FORWARD, STAND UP, STAND DOWN). Notify LDMG members regarding level of activation. Consider time / venue / teleconference for meetings. 	
<ul style="list-style-type: none"> Assume overall coordination of the event and ensure the SBRC CEO, District Disaster Coordinator (DDC) and QFES EMC has been notified. 	
<ul style="list-style-type: none"> Start new operation in Guardian IMS and commence operations log. Allocate resources to ensure Guardian IMS remains up to date. Review Guardian IMS regularly for recorded tasks (in particular look for outstanding tasks or tasks that are taking time to complete, bulletins, road closures, etc.) to maintain situational awareness. 	
<ul style="list-style-type: none"> The Local Disaster Management Plan (LDMP) is automatically invoked whenever the LDMG activates. Consider requirements for response and recovery operations. 	
<ul style="list-style-type: none"> Consider need to invoke Financial Management Sub Plan. Ensure the Infrastructure Financial Management Team is notified so they can establish work orders and processes to capture costs for 'Counter Disaster Operations', 'Emergency Works' and 'Reconstruction of Essential Public Assets'. 	
<ul style="list-style-type: none"> Consider need to invoke Local Disaster Coordination Centre (LDCC) Sub Plan. If required, ensure relevant personnel and resources are activated to ensure it can function effectively (maps, plans, stationery, shared distribution lists, contacts, catering, etc.). Refer to the LDC position description in Appendix A of LDCC Sub Plan. 	
<ul style="list-style-type: none"> Consider need to activate Public Information & Warnings Sub Plan. Ensure a Public Information Officer (PIO) is appointed, warnings and public information is appropriately authorised by LDC and Chair and that information is being pushed to the dashboard, website and social media. Warnings should also be targeted to those with special needs. 	
<ul style="list-style-type: none"> Ensure customer service is kept up to date with all information to be passed onto the public. 	
<ul style="list-style-type: none"> Consider need to invoke Evacuation Sub Plan. If a directed evacuation is required, contact the DDC. 	
<ul style="list-style-type: none"> Determine the need for a declaration of a disaster situation. If required, contact the DDC. 	
<ul style="list-style-type: none"> Confirm SITREP reporting arrangements with the DDC and ensure timing are adhered to. All SITREPS are to be authorised by the LDMG Chairperson and distributed to key stakeholders. 	
<ul style="list-style-type: none"> Consider need to open Evacuation Centres. If required, determine safe location and ensure relevant personnel and resources are activated to ensure it can function effectively refer section 8 of Evacuation Sub Plan. 	
<ul style="list-style-type: none"> Consider logistical requirements of event. If necessary, appoint a Logistics Officer to facilitate the implementation of the Emergency Logistics & Resupply Sub Plan. 	



<ul style="list-style-type: none"> • Requests for Assistance to the District must be on a standard form (via Guardian) and must be signed off by the LDC. Consider arrangements for receiving resources. 	
<ul style="list-style-type: none"> • Consider public health and environmental issues e.g. water, sewerage, etc. Consider activation of the Public Health Sub Plan. 	
<ul style="list-style-type: none"> • Ensure all stakeholders are kept regularly updated throughout the response and recovery phase i.e. LDMG, DDC, Councillors, Staff, Community Leaders, other LDCC's, etc. 	
<ul style="list-style-type: none"> • Ensure welfare issues have been considered e.g. breaks, shift changes and rostering, catering, sleeping, hygiene, etc. 	
<ul style="list-style-type: none"> • The LDC in consultation with the LDMG Chairperson will determine STAND DOWN. This message will be communicated to all stakeholders. 	
<ul style="list-style-type: none"> • Ensure all records / data are secured and items restocked for future activations. 	
<ul style="list-style-type: none"> • Debriefing and identification of lessons. 	



Local Disaster Coordination Centre (LDCC) Role Cards

The following role cards are from the Local Disaster Coordination Centre (LDCC) Sub Plan and should be referred to in the event that a LDCC is required or if the LDC activates key position from the Australasian Inter-service Incident Management System (AIIMS) structure – refer Appendix A [LDCC Sub Plan](#).

DUTY CARD		LDMG CHAIRPERSON	
Reports to:	Local Disaster Management Group (LDMG)		
RESPONSIBILITIES			
<p>The functions of the Chairperson of the Local Disaster Management Group (LDMG) are specified in section 34A of the <i>Disaster Management Act</i> as follows:</p> <ul style="list-style-type: none"> • To manage and coordinate the business of the LDMG • To ensure, as far as practicable, that the group performs its functions • To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions. <p>The Chairperson should maintain an awareness of current operations but should also focus on the longer-term strategic consequences of the event and requirements (i.e. how will the event impact the community, local economy, standard of living, tourism, environment, what support and assistance is available) and political leadership to achieve objectives.</p> <p>The Chairperson will work collaboratively with the LDC to activate various plans and approve public information and will participate in media interviews, teleconferences, briefings with various stakeholder groups (i.e. DDMG, QDMC,) as required.</p> <p>The Chairperson will also chair and / or participate in debrief sessions as required at the conclusion of operations and ensure that lessons identified are implemented.</p>			



DUTY CARD LOCAL DISASTER COORDINATOR		
<p>The Local Disaster Coordinator (LDC) is an appointed position under section 36 of the Disaster Management Act. The functions of the LDC are as follows:</p> <ul style="list-style-type: none"> To coordinate disaster operations for the Local Disaster Management Group (LDMG) To report regularly to the LDMG about disaster operations; and To ensure, as far as practicable, that any strategic decisions of the LDMG are implemented. 		
Reports to:	Local Disaster Management Group	Tick
ALERT – RESPONSIBILITIES		
<ul style="list-style-type: none"> The LDMG may meet during this stage to assess the situation and determine the most appropriate course of action. 		
LEAN FORWARD – RESPONSIBILITIES		
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Maintain adequate records of all activities and ensure it stays up to date to maintain situational awareness. 		
<ul style="list-style-type: none"> Check all the equipment in the LDCC, so the centre is ready for activation if required. 		
<ul style="list-style-type: none"> Regularly review Guardian IMS tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> Request LDCC personnel move to lean forward and organise staffing rosters for 72 hours (minimum). If necessary activate a skeleton AIIMS support team whilst in ‘Lean Forward’. 		
<ul style="list-style-type: none"> Request LDMG members move to ‘Lean Forward’ and identify Agency Liaison Officers as required. 		
<ul style="list-style-type: none"> Ensure the DDC is aware of the situation and keep regularly updated. Establish SITREP reporting requirements. 		
<ul style="list-style-type: none"> Maintain regular contact with the Chairperson throughout the event and regularly assess the need for decisions / action. 		
STAND UP – RESPONSIBILITIES		
<ul style="list-style-type: none"> Open the LDCC with appropriate AIIMS staffing levels and Agency Liaison Officers. Establish communications with agencies unable to be represented and all operational facilities (e.g. Evacuation Centres). 		
<ul style="list-style-type: none"> Authorise a media release to advise the public the LDCC is open. 		
<ul style="list-style-type: none"> Phone lines are opened and all incoming calls are logged, tasked and forwarded to the appropriate agency for action using Guardian IMS. 		
<ul style="list-style-type: none"> Implement the LDMG’s strategic direction and ensure all stakeholders are regularly briefed and updated. 		
<ul style="list-style-type: none"> Conduct regular meetings / briefings of the LDCC IMT to maintain situational awareness and monitor progress of Incident Action Plan (IAP). 		
<ul style="list-style-type: none"> Regularly assess the situation, coordinate activity and manage incident operations according to the plans and procedures approved by the LDMG. 		
<ul style="list-style-type: none"> Ensure Guardian IMS remains up to date and all information displays are current. 		
<ul style="list-style-type: none"> Authorise all SITREPS to the DDC and ensure timings requested by the DDC are adhered to. 		



<ul style="list-style-type: none"> • Approve requests for additional resources. 	
<ul style="list-style-type: none"> • Attend DDMG Extraordinary Meetings if required or on request. Ensure that if leaving the LDCC for any reason that a deputy LDC is appointed to act whilst absent. 	
<ul style="list-style-type: none"> • Authorise public information and warnings for release in collaboration with the Chair as required. 	
<ul style="list-style-type: none"> • Ensure extended operations are considered and resourced (i.e. staffing, catering, sleeping areas, rest areas, fuel for generator). 	
<ul style="list-style-type: none"> • Approve plans for demobilisation and preparations for the recovery phase. 	
STAND DOWN – RESPONSIBILITIES	
<ul style="list-style-type: none"> • In consultation with the Chair suspend operations (gradual or immediate depending on circumstances). Consider the need to support recovery operations. 	
<ul style="list-style-type: none"> • Forward final SITREP to the DDC. 	
<ul style="list-style-type: none"> • Notify all stakeholders that the LDCC is closed. 	
<ul style="list-style-type: none"> • Secure all records – Guardian IMS and hard copy. 	
<ul style="list-style-type: none"> • The LDCC needs to be cleaned and restocked and equipment checked to ensure readiness for next activation. 	
<ul style="list-style-type: none"> • Conduct debriefs and develop post event report as required to identify good practice and lessons to be learnt. Update plans to reflect lessons learnt. 	



DUTY CARD OPERATIONS OFFICER		
Reports to:	Local Disaster Coordinator	Tick
RESPONSIBILITIES		
<ul style="list-style-type: none"> Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC). 		
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Maintain adequate records of all operations activities. 		
<ul style="list-style-type: none"> Regularly review Guardian IMS tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> Maintain the operational response to the event and ensure Guardian IMS remains current. 		
<ul style="list-style-type: none"> Maintain the road closure section of Guardian IMS or delegate to a Council / Roads Liaison Officer. 		
<ul style="list-style-type: none"> Task to relevant Agency Liaison Officers as required – refer Tasking Cheat Sheet. 		
<ul style="list-style-type: none"> Coordinate activities undertaken by the Agency Liaison Officers in resolving incidents and the implementation of the Incident Action Plan (IAP). 		
<ul style="list-style-type: none"> Maintain the Tasking section of Guardian IMS or delegate to a Tasking Officer. 		
<ul style="list-style-type: none"> Monitor the tasks and resources of Agency Liaison Officers – look for urgent or outstanding tasks or those taking time to complete. 		
<ul style="list-style-type: none"> Have a detailed knowledge of the area and how different events may affect the area. 		
<ul style="list-style-type: none"> Manage available assets and ensure additional resources are requested via the Logistics Officer in a timely manner. 		
<ul style="list-style-type: none"> Apply a practical and logical approach to problem solving, ensuring that action is prioritised accordingly. 		
<ul style="list-style-type: none"> Manage personnel assigned to the Operations Team (briefings, debriefings, welfare requirements). Potential units include Agency Liaison Officers, Tasking. 		
<ul style="list-style-type: none"> Ensure the LDC is advised of complicated, significant, contentious or difficult issues including life-threatening situations or issues that may attract media attention i.e. fatalities, missing children. 		
<ul style="list-style-type: none"> Contribute to Situation Reports (SITREPS) and the IAP as required. 		
<ul style="list-style-type: none"> Participate in debriefs as required. 		



DUTY CARD		TASKING OFFICER	
Reports to:	Operations Officer	Tick	
RESPONSIBILITIES			
<ul style="list-style-type: none"> Maintain the Tasking Section within Guardian IMS. 			
<ul style="list-style-type: none"> Determine the priority of the message and ensure urgent tasks are identified. 			
<ul style="list-style-type: none"> Determine the most appropriate agencies and IMT members to action the request and assign a control (lead) agency for each task. 			
Tasking Officer Cheat Sheet			
CSC Liaison Officer Note: In large events there may be a Council Liaison Officer and a Roads Liaison Officer.	<ul style="list-style-type: none"> Water Wastewater (sewerage) Environmental Health Trees down on Council buildings / land (no power lines) Evacuation Centres Aerodromes Roads (if no separate Liaison Officer) 		
Roads Liaison Officer	<ul style="list-style-type: none"> CSC roads and bridges (including closures and signage) State controlled roads Traffic lights Trees down on Council / State roads Closures to State Roads and Bridges 		
Queensland Police Service (QPS) Liaison Officer	<ul style="list-style-type: none"> Search and rescue Public order / public safety Evacuations Traffic control Crowd control 		
Queensland Fire & Emergency Services (QFES) Note: There may be more than one QFES officer available Fire & Rescue, Rural, SES and / or Emergency Management).	<ul style="list-style-type: none"> Structural Fires Transport vehicle fires Transport vehicle accidents Hazardous materials incidents Entrapped persons Building collapse High angle rescue Swift water rescue Confined space rescue Trench Rescue Bushfires (Rural Operations) Trees down on private property structures (no power lines) (SES) Sandbagging and tarpaulins to the most vulnerable (SES) Emergency management 		
Queensland Ambulance Service (QAS) Liaison Officer	<ul style="list-style-type: none"> Medical assistance Medical evacuations Mass casualty incidents 		

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Ergon Liaison Officer	<ul style="list-style-type: none">• Trees down anywhere involving power lines• Damaged or fallen power lines• No power
Telstra Liaison Officer	<ul style="list-style-type: none">• Landlines and mobiles
External Agency Liaison Officer	<ul style="list-style-type: none">• Tasks for any agency not physically present in the LDCC.



DUTY CARD AGENCY LIAISON OFFICERS		
Reports to:	Operations Officer	Tick
RESPONSIBILITIES		
<ul style="list-style-type: none"> • Regularly review Guardian IMS for tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> • Contribute to operational problem solving advising on the capability and resource requirements of own organisation. 		
<ul style="list-style-type: none"> • Pass information on activity and requests for assistance from LDCC to own agency and vice versa. 		
<ul style="list-style-type: none"> • Arrange tasking to support needs of LDCC and in accordance with direction from the LDC. 		
<ul style="list-style-type: none"> • Ensure any emerging life-threatening situations or issues which will attract media attention are escalated to the Operations Officer. 		
<ul style="list-style-type: none"> • Ensure adequate and resilient communication between LDCC and own organisation (email, phone, radio) 		
<ul style="list-style-type: none"> • Anticipate and plan for the possible developments to ensure support and resources are available. 		
<ul style="list-style-type: none"> • Ensure adequate record keeping within the Guardian IMS system including assets utilised and expenses incurred. 		
<ul style="list-style-type: none"> • Contribute to SITREPS and the IAP as required. 		
<ul style="list-style-type: none"> • Participate in briefings and debriefs as required. 		



DUTY CARD PLANNING OFFICER		
Reports to:	Local Disaster Coordinator	Tick
RESPONSIBILITIES		
<ul style="list-style-type: none"> • Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC). 		
<ul style="list-style-type: none"> • Commence operations log in Guardian IMS. Maintain adequate records of all planning activities. 		
<ul style="list-style-type: none"> • Regularly review Guardian IMS for tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> • Actively seek and assess information about the event for the purpose of forward planning. The timeframe will evolve as the event unfolds – initially 24-72 hours, 1 week, 1 month. 		
<ul style="list-style-type: none"> • Prepare, disseminate and monitor operational plans and strategies as required to manage the event. 		
<ul style="list-style-type: none"> • Facilitate access to administration support services as required to support other members of the IMT. 		
<ul style="list-style-type: none"> • Manage personnel assigned to the Planning Team (briefings, debriefings, welfare requirements). Potential units might include Admin Support, Communications Planning. 		
<ul style="list-style-type: none"> • Coordinate the preparation, dissemination and monitoring of the Incident Action Plan (IAP). 		
<ul style="list-style-type: none"> • Contribute to Situation Reports (SITREPS) as required. 		
<ul style="list-style-type: none"> • Participate in debriefs as required. 		



DUTY CARD INTELLIGENCE OFFICER		
Reports to:	Local Disaster Coordinator	Tick
RESPONSIBILITIES		
<ul style="list-style-type: none"> Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC). 		
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Maintain adequate records of all intelligence activities. 		
<ul style="list-style-type: none"> Regularly review Guardian IMS for tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> Collect, analyse, authenticate and interpret information from a variety of sources in order to develop accurate, current and timely intelligence. 		
<ul style="list-style-type: none"> Ensure intelligence is shared with other teams and accurately depicted on maps, charts, display screens, whiteboards so it can be used to inform decision making and situational awareness. 		
<ul style="list-style-type: none"> Manage personnel assigned to the Intelligence Team (briefings, debriefings, welfare requirements). Potential units might include Helpline, GIS, Technical Advisors e.g. Dam Owners. 		
<ul style="list-style-type: none"> Coordinate the Situation Report (SITREP). 		
<ul style="list-style-type: none"> Contribute to Incident Action Plan as required. 		
<ul style="list-style-type: none"> Participate in debriefs as required. 		
Intel Handy Hints Cheat Sheet		
<p><u>Disaster Dashboard</u></p> <ul style="list-style-type: none"> Disaster Dashboard: http://dashboard.cloncurry.qld.gov.au/ 		
<p><u>Weather and Rainfall</u></p> <ul style="list-style-type: none"> MetEye- http://www.bom.gov.au/australia/meteye/ Weather Observations (temperature, dew point, relative humidity, wind speed and direction, atmospheric pressure (hPa)). http://www.bom.gov.au/qld/observations/qldall.shtml - look for the table headed: <i>North West</i> River Levels & Rainfall data: http://www.bom.gov.au/qld/flood/gulf.shtml Weather Radar: http://www.bom.gov.au/products/IDR753.loop.shtml Cyclone Information: http://www.bom.gov.au/cyclone/index.shtml 		
<p><u>Referable Dams in the Cloncurry Shire</u></p> <p>Corella Dam: http://data.dnrm.qld.gov.au/eap/corella-eap.pdf</p> <p>Chinaman Creek Dam: http://data.dnrm.qld.gov.au/eap/chinaman-creek-eap.pdf</p> <p>Rifle Creek Dam: http://data.dnrm.qld.gov.au/eap/rifle-creek-eap.pdf</p> <p>Julius Dam: https://www.sunwater.com.au/dams/julius-dam/</p>		



Other Referable Dams

Leichhardt River Dam and East Leichhardt Dam.

Other Infrastructure Data Sources

- **Transport & Main Roads Road Conditions:** <https://qldtraffic.qld.gov.au/>
- **ERGON Electricity Distribution Network Outages and Disruptions**
<https://www.ergon.com.au/network/outages-and-disruptions/power-interruptions/outage-finder>
- **TELSTRA Service Status:**
<http://servicestatus.telstra.com/servicestatus/goc.do?q=summary.html>
- **OPTUS Service Status** - <https://www.optus.com.au/about/network/service-status>

Demographic and Statistical data

- **Census 2016 data**
<http://www.abs.gov.au/websitedbs/censushome.nsf/home/data?opendocument&navpos=200> -
- **Queensland Globe:** Interactive mapping using Google Earth:
<https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/queensland-globe>

Bushfire Resources

- **QFES Facebook** page for incident updates - updated frequently:
<http://www.facebook.com/QldFireandRescueService?ref=ts>
- **Bushfire Hotspot data** <http://www.firenorth.org.au/nafi2/> - under Fire Map Regions, select South QLD

Recent Earthquake data: <http://www.ga.gov.au/earthquakes/initRecentQuakes.do>

Key Websites

- **CSC Facebook:** <https://www.facebook.com/cloncurryshire.council/>

General Data: Regularly update confirmed details and any reports e.g. casualties, displaced persons, evacuation centres, damage sustained to hospitals, schools, aerodromes, power, sewerage, water supply, roads. Liaise with LDC in regard to what to report on and how often.



DUTY CARD			LOGGERS		
Reports to:	Intelligence Officer or Logger Supervisor if appointed.	Tick			
<p>Loggers are at the frontline of operations and provide the initial contact for members of the public. It is therefore crucial to the overall success of the LDCC that this role is carried out effectively.</p> <p>Loggers need to be proficient at data entry and possess skills in dealing with the public. It is vital that Loggers are kept up to date with the latest information and are advised of all information to be released to the public.</p>					
RESPONSIBILITIES					
<ul style="list-style-type: none"> • Ensure situational awareness e.g. road closures, public bulletins. 					
<ul style="list-style-type: none"> • Accurately log all information / requests / offers within Guardian IMS ensuring an adequate level of detail is recorded. 					
<ul style="list-style-type: none"> • Do not speculate and ensure only factual, authorised information is released. 					
<ul style="list-style-type: none"> • Exercise compassion whilst promoting the concept of self-help and resilience. 					
<ul style="list-style-type: none"> • Ensure urgent messages are appropriately flagged. Use discretion and common sense as most callers will likely identify their issue as an urgent one. 					
<ul style="list-style-type: none"> • Participate in debriefs as required. 					



DUTY CARD			LOGISTICS OFFICER		
Reports to:	Local Disaster Coordinator	Tick			
RESPONSIBILITIES					
<ul style="list-style-type: none"> • Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC). 					
<ul style="list-style-type: none"> • Commence operations log in Guardian IMS. Maintain adequate records of all logistics activities. 					
<ul style="list-style-type: none"> • Regularly review Guardian IMS for tasks and to maintain situational awareness. 					
<ul style="list-style-type: none"> • Implement Logistics Sub Plan. 					
<ul style="list-style-type: none"> • Implement systems to obtain, record, manage and track the movement of human and physical resources, facilities, services and materials assigned to the event. 					
<ul style="list-style-type: none"> • Undertake staff rostering as required. 					
<ul style="list-style-type: none"> • Determine what premises are suitable for use as warehousing and storage (if required). 					
<ul style="list-style-type: none"> • Identify specific transportation resources required (i.e. forklifts, EWP's). 					
<ul style="list-style-type: none"> • Monitor fuel stocks and instigate priority fuel supply planning to ensure continuity. 					
<ul style="list-style-type: none"> • Capture all expenditure associated with the operation to ensure maximum reimbursement under DRFA. 					
<ul style="list-style-type: none"> • Prepare Requests for Assistance to the DDMG for authorisation by the LDC. 					
<ul style="list-style-type: none"> • Purchase equipment and supplies and organise catering as required. 					
<ul style="list-style-type: none"> • Coordinate resupply operations – refer section 4 Logistics Sub Plan. 					
<ul style="list-style-type: none"> • Manage personnel assigned to the Logistics Team (briefings, debriefings, welfare requirements). Potential units might include Supply, Communications Support, Finance, Facilities, Catering). 					
<ul style="list-style-type: none"> • Contribute to Incident Action Plan and Situation Reports (SITREPS) as required. 					
<ul style="list-style-type: none"> • Participate in debriefs as required. 					



DUTY CARD PUBLIC INFORMATION OFFICER (PIO)		
Reports to:	Local Disaster Coordinator	Tick
RESPONSIBILITIES		
<ul style="list-style-type: none"> Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC) 		
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Maintain adequate records of all media releases, contacts and activities. 		
<ul style="list-style-type: none"> Regularly review Guardian IMS for tasks and to maintain situational awareness. 		
<ul style="list-style-type: none"> Implement Public Information & Warnings Sub Plan. 		
<ul style="list-style-type: none"> Establish liaison with local radio and media outlets to confirm key contacts for community alerts and warnings and media release / briefing schedules. Encourage 24-hour transmission where appropriate. 		
<ul style="list-style-type: none"> If LDCC is activated, prepare 'Activation of LDCC' media statement for release and ensure all staff and LDMG agencies are aware of activation. 		
<ul style="list-style-type: none"> Ensure access is available to pre-formatted media releases and warnings. 		
<ul style="list-style-type: none"> Draft media releases for approval as required. 		
<ul style="list-style-type: none"> Ensure relevant information and warnings are authorised by the LDMG Chairperson and LDC as required. Distribute as per section 3.6.1 Public Information & Warnings Sub Plan and ensure all releases are uploaded into Guardian bulletins for display in the LDCC and on the public facing Disaster Dashboard. 		
<ul style="list-style-type: none"> Ensure Customer Service Coordinator is kept informed of all significant events for public information including website and social media content. 		
<ul style="list-style-type: none"> Coordinate and manage media interviews and briefings. 		
<ul style="list-style-type: none"> Monitor news coverage and social media platforms for accuracy, currency and completeness and report discrepancies to the LDC. 		
<ul style="list-style-type: none"> Check with special needs facilities that they have received warnings as appropriate. 		
<ul style="list-style-type: none"> Manage personnel assigned to the Public Information Team (briefings, debriefings, welfare requirements). 		
<ul style="list-style-type: none"> Contribute to Incident Action Plan and Situation Reports (SITREPS) as required. 		
<ul style="list-style-type: none"> Participate in debriefs as required. 		



Evacuation Operational Checklist Role Card

The following role card is from the Evacuation Sub Plan and should be referred to in the event that evacuation is required – refer Appendix A [Evacuation Sub Plan](#).

EVACUATION CHECKLIST	
DECISION TO EVACUATE	TICK
<ul style="list-style-type: none"> • Activate Evacuation Sub Plan 	
<ul style="list-style-type: none"> • Consider the specific circumstances of the event and review the Evacuation Strategy in light of: <ul style="list-style-type: none"> • advice from relevant authorities on severity, arrival and impact area • the nature of the “at risk” population • the suitability of safer locations • the requirements of special needs persons and associated actions • specific transport issues • the availability of appropriate resources to effectively manage all aspects of the evacuation 	
<ul style="list-style-type: none"> • Consider all aspects with particular emphasis on the time required to complete the evacuation and the lead time available. Conduct a local risk assessment. Is evacuation the most suitable option? 	
<ul style="list-style-type: none"> • Decide on the type of evacuation being contemplated 	
<ul style="list-style-type: none"> • Define the timeframe for conduct of evacuation if pre-impact 	
<ul style="list-style-type: none"> • Determine the amount of external assistance that may be required to effect evacuation 	
<ul style="list-style-type: none"> • Advise DDC that voluntary evacuation decision has been made and make a request for assistance, if required 	
<ul style="list-style-type: none"> • Recommend to DDC if directed evacuation is required 	
<ul style="list-style-type: none"> • Confirm evacuation centres, arrange opening and staffing of centres 	
WARNINGS	TICK
<ul style="list-style-type: none"> • Upon authorisation, issue voluntary evacuation advice to exposed population 	
<ul style="list-style-type: none"> • Provide notice to “at risk” persons to evacuate 	
<ul style="list-style-type: none"> • Receive authorisation for directed evacuation from DDC, if required 	
<ul style="list-style-type: none"> • Issue directed evacuation order to the “at risk” persons 	
<ul style="list-style-type: none"> • Provide evacuation teams with written order to be provided to members of public 	
WITHDRAWAL	TICK
<ul style="list-style-type: none"> • Activate door to door evacuation teams 	
<ul style="list-style-type: none"> • Ensure evacuation messages continue to be conveyed to public. 	



<ul style="list-style-type: none"> Consider the needs of the identified vulnerable population 	
<ul style="list-style-type: none"> Provide regular situation reports on evacuation to DDMG 	
<ul style="list-style-type: none"> Ensure regular reporting from field teams of completed tasks 	
<ul style="list-style-type: none"> Implementation of security strategy for evacuated areas 	
SHELTER	TICK
<ul style="list-style-type: none"> Open locations suitable for use as Evacuation Centres 	
<ul style="list-style-type: none"> Ensure all evacuees are registered 	
<ul style="list-style-type: none"> Ensure evacuation centre management is in accordance with Handbook 	
RETURN	TICK
<ul style="list-style-type: none"> Determine areas that are safe for return with consideration of the following issues: <ul style="list-style-type: none"> results of damage assessment health and safety issues functioning of utilities; power, water, sewerage and communications status of re-opening of roads 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Review and modify the Return Strategy, addressing: <ul style="list-style-type: none"> specific areas deemed safe for return security of damaged, unsafe structures or infrastructure detailed return advice to evacuees transportation requirements 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Advise DDMG of Return Strategy being implemented 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Issue information on return strategy for evacuees. Distribute return advice to Evacuation Centres. Tailor advice to vulnerable populations 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Release appropriate information to returning evacuees on reactivation of utilities, damage repairs, clean up and debris removal, process for human/social recovery support services 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Maintain security controls for those areas that cannot be safely reoccupied 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Ensure the coordination of temporary housing for evacuees unable to return to their residences 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Close evacuation centres 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Complete final situation report on evacuation and stand down. 	<ul style="list-style-type: none">



Financial Management Role Card

The following role card is from the Financial Management Sub Plan and should be referred to in the event that the LDMP and / or the Financial Management Sub Plan is activated – refer Appendix A [Financial Management Sub Plan](#).

<i>Key Task</i>	<i>Tick</i>
<ul style="list-style-type: none"> Establish job cost numbers for 'Counter Disaster Operations' and 'Emergent Works' in Synergy Soft financial management system to expedite the payment of appropriate claims post-event. 	
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Regularly review Guardian IMS for tasks and to maintain situational awareness. 	
<ul style="list-style-type: none"> Familiarise with the procedure for Counter Disaster Operations, Emergency Works and Reconstruction of Essential Public Assets. 	
<ul style="list-style-type: none"> Determine the limit of expenditure permitted without further reference to senior management and ensure a process exists to expeditiously authorise other officers as required. 	
<ul style="list-style-type: none"> Activate a recording system for disaster or emergency event related expenditure, to expedite the payment of appropriate DRFA claims post event. 	
<ul style="list-style-type: none"> Ensure DRFA reconstruction works are appropriately project managed to ensure requirements of relevant guidelines are met. 	
<ul style="list-style-type: none"> Prepare and submit financial claims via the MARS system to the QRA. 	
<ul style="list-style-type: none"> Contribute to Situation Reports (SITREPS) as required. 	
<ul style="list-style-type: none"> Participate in debriefs as required. 	



Environmental Health Compliance Officer (EH/CO) Role Card

The following role card is from the Public Health Sub Plan and should be referred to in the event that the Public Health Sub Plan is activated – refer Appendix A [Public Health Sub Plan](#).

Key Task	Tick
<ul style="list-style-type: none"> • Maintain watching brief / state of readiness and receive initial information regarding disaster event from Manager Planning & Environment or Queensland Health. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Commence operations log in Guardian IMS. Maintain adequate records. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Regularly review Guardian IMS for tasks and to maintain situational awareness. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Establish and maintain contact with the NWHHS. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure adequate supplies are available to support EH/CO operations including PPE. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Monitor compliance with the <i>Food Act 2006</i>, <i>Environmental Protection Act 1994</i> and the <i>Public Health Act 2005</i>. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Undertake surveillance and reporting on public health risks in the community. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Make recommendations to the LDC in relation to public health matters and ensure the LDC is kept informed for the duration of the event. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Coordinate the implementation of temporary public health measures to treat public health risks in collaboration with Queensland Health and other key stakeholders. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Ensure the public health risks associated with any temporary facilities are considered e.g. evacuation centres, emergency kitchens. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Liaise with the Public Information Officer to ensure the community is kept informed of required public health measures. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Contribute to Situation Reports (SITREPS) as required. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Participate in debriefs as required. 	<input type="checkbox"/>