



# **QUILPIE SHIRE LOCAL DISASTER MANAGEMENT GROUP**

## **LOCAL RECOVERY SUB-PLAN**

**SUB-PLAN 2  
ADOPTED 02/11/2012**



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## 1 INTRODUCTION

### 1.1 Local Environment

Quilpie Shire covers an area of 67,482 square kilometres and is surrounded by Barcoo and Blackall Shires to the North, Murweh and Paroo Shires to the east and Bulloo Shire to the south.

In the Shires of Quilpie and Bulloo, the main ranges are the Grey, McGregor and Willies Ranges. The Willies range forms the catchment boundary of the Quilpie and Paroo Rivers. The Grey Range separates the Cooper Creek catchment from the Bulloo River. Within the Cooper Creek catchment the McGregor Range divides the catchment, while ranges on the western side of the Cooper Creek at Durham Downs and in the vicinity of Nappamerrie form the boundaries of the limited catchment of Lake Pure.

The Bulloo River, a major drainage system, has its source in the Gowan Ranges North of Adavale. The Bulloo River also has a well-developed flood plain.

#### TOWN OF QUILPIE:

Quilpie is situated on the Bulloo River approximately 1000 kms west of Brisbane. Major employer is Quilpie Shire Council, however, a large transport industry operates within the area

#### TOWN OF EROMANGA:

Eromanga is situated 100kms west of Quilpie. Major employer being the oil, gas and transport, with a small oil refinery established within the township of Eromanga. There are also several oil/gas industry camps located around Eromanga with varying numbers of personnel.

#### TOWN OF ADAVALE:

Adavale is situated 100kms north of Quilpie.

#### RURAL AREAS:

Approximately 500 mainly property owners, their families and station workers on large sheep and cattle properties. Scattered throughout these rural properties are opal mines, very remote and isolated. Several Oil Industry camps are located in and around the Town of Eromanga with varying numbers of personnel.

### 1.2 Disaster Recovery Plan

This Recovery Plan has been based on the plan for Central Queensland in 2008 and prepared in a way that can be applied at the District level for the area affected by the February/March 2010 floods. The Quilpie Shire Recovery Group will be established and will work closely with Quilpie Shire Local Disaster Management Group.

## 2 PRINCIPLES FOR DISASTER RECOVERY

Successful recovery relies upon:

- ❖ **COMMUNITY** led approaches;
- ❖ **COORDINATION** of all activities;
- ❖ Effective **COMMUNICATION**; and
- ❖ Acknowledging and building **CAPACITY**

The **CONTEXT** for disaster recovery is **COMPLEX**.

- Recovery is a long and challenging process that needs to recognise community diversity.
- Quick action is both crucial and expected, whilst resources may be compromised.
- Affected individuals and communities have diverse needs, wants and expectations.
- Demands are immediate, evolve rapidly and disaster effects and interventions may create long term legacies.
- Lots of “players” create complex organisational relationships.
- A diversity of effects and impacts require a variety of strategies.
- Existing community values and knowledge may conflict with external intentions.
- An environment of grief or blame may affect those involved.

### **COMMUNITY LED APPROACHES**

**Successful recovery is responsive and flexible, engaging and empowering communities to move forward positively.**

Recovery activities should:

- centre on the community, to enable those affected by an event to actively participate in their own recovery;
- seek to address the needs of all affected communities;
- allow individuals, families and communities to manage their own recovery;
- consider the values, culture and priorities of all affected communities;
- use and develop community knowledge, leadership and resilience;
- recognise that communities may choose different paths to recovery;
- ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and
- build strong partnerships between communities and those involved in the recovery process

### **COORDINATION OF ALL ACTIVITIES**

**Successful recovery requires a coordinated and adaptive approach.**

Recovery activities should:

- be guided by those with experience, using skilled and trusted leadership;
- reflect well-developed planning and information gathering;
- demonstrate an understanding of the roles, responsibilities and authority of other organisations and coordinate across agencies to ensure minimal service disruption;
- be part of an emergency management approach that integrates with response

and contributes to future prevention and preparedness;

- be inclusive, using relationships created before and after the emergency;
- have clearly articulated and shared goals based on desired outcomes;
- have clear decision-making and reporting structures;
- be flexible, take into account changes in community needs or stakeholder expectations;
- incorporate the planned introduction to and transition from recovery-specific actions and services; and
- focus on all dimensions; seeking to collaborate and reconcile different interests and time frames

### **EFFECTIVE COMMUNICATION**

**Successful recovery is built on effective communication with affected communities and other stakeholders.**

Recovery activities should:

- ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent;
- recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time;
- ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels;
- establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
- repeat key recovery messages because information is more likely to reach community members when they are receptive

### **ACKNOWLEDGING AND BUILDING CAPACITY**

**Successful recovery recognises, supports and builds on community and organisational capacity.**

Recovery activities should:

- assess gaps between existing and required capability and capacity;
- support the development of self-reliance;
- quickly identify and mobilise community skills and resources;
- acknowledge that existing resources will be stretched, and that additional resources may be required;
- recognise that resources can be provided by a range of stakeholders;
- understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
- provide opportunities to share, transfer and develop knowledge, skills and training;
- understand when and how to disengage; and
- develop networks and partnerships to strengthen capacity

### **Re-establishing resilience as soon as possible after an event**

Following an event effective recovery arrangements should help re-establish resilience within individuals and communities as soon as possible.

Recovery activities should emphasise:

- Developing strategies (i.e. community education activities) with individuals and communities to prepare them for possible events and outlining how they will recover from such events. These strategies and arrangements should be
- detailed in relevant plans;
- Putting in place the strategies/arrangements described in the relevant plan as soon as possible to ensure a rapid recovery, and to re-establish resilience as soon as possible;
- Engaging communities to build individual skills and trust through the transfer of problem solving and planning skills, and through the development of sustainable networks; and
- Working with leaders and their networks to understand what could be improved after an event, to increase an individual's and a community's resilience for the next event.

### **3 CURRENT SITUATION - IMMEDIATE RECOVERY**

Currently, immediate / short term recovery is coordinated through the existing disaster management arrangements in Queensland. Summary of impact assessment to date and recovery progress is provided in *Appendix 2: Recovery Currently Underway*. The Appendix provides information on (a) impact assessment to date, (b) recovery completed/undertaken to date for each functional area of recovery (human-social, economic, built environment, natural environment) and (c) tactical issues to be considered.

## **4 RECOVERY ARRANGEMENTS**

### **4.1 Governance Structure**

The Recovery Group will comprise of:

- Chair of the Quilpie LDMG Recovery Group – Mayor, Stuart Mackenzie;
- Recovery Coordinator – Council CEO, David Burges;
- Queensland Fire & Emergency Services Advisor – Scott Walsh;
- Management and Administration Support Team;
- Human–Social Recovery Team;
- Economic Recovery Team;
- Built Environment Team;
- Natural Environment Team.

Meetings of the Group and decisions made by the Group shall be through a core structure comprising the Chair, Recovery Coordinator, QFES advisor and the Chairs /Coordinators of each of the four sub-groups.

State Government agency support to the Quilpie Recovery Group is derived from the Charleville District Disaster Management Group structure supported by additional agencies as required. Diagram 1 below illustrates the Recovery Group structure

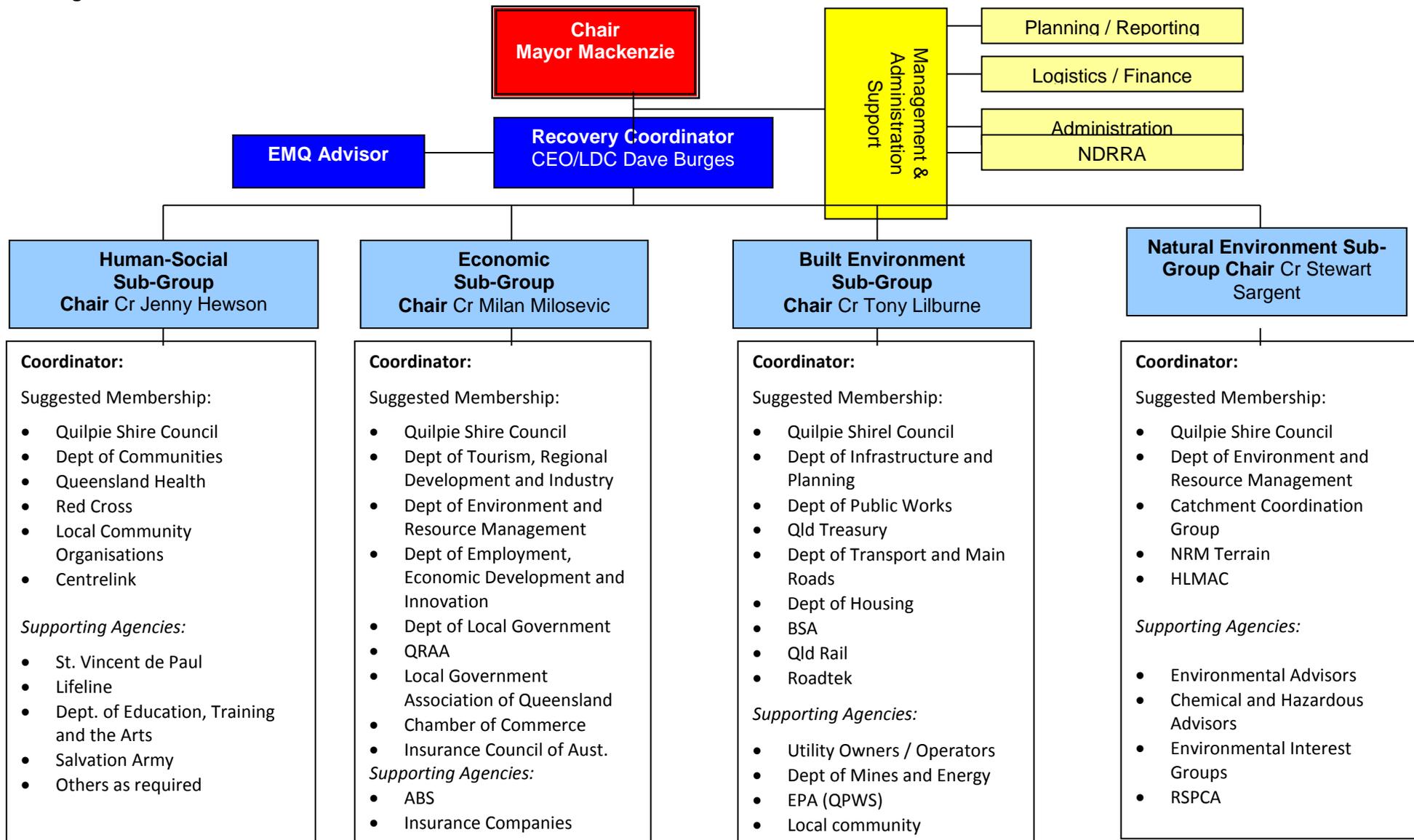
Diagram 2 below illustrates the reporting structure

## **4.2 Implementation Timings**

The Quilpie Recovery Group is established with effect upon the signing of this Implementation Plan.

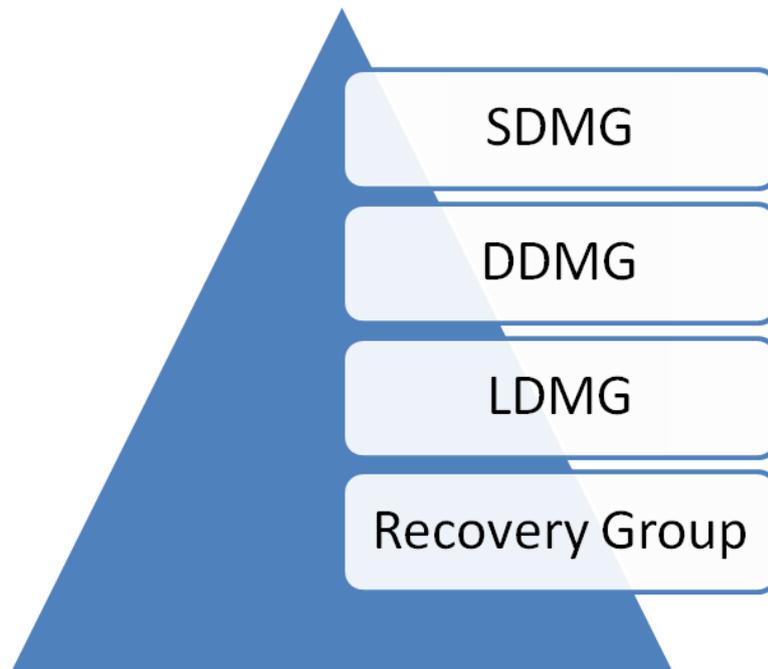
Diagram 1

**QUILPIE SHIRE LDMG RECOVERY GROUP**



### 4.3 Reporting Structure

Diagram 2 below illustrates the reporting structure.



### 4.4 Terms of Reference of the Quilpie Recovery Group

- Coordinate the whole-of-government and community recovery from the Quilpie area event.
- Assess the impacts of the event.
- Identify and prioritise major areas of recovery.
- Develop and implement effective strategies for community participation and partnership in the recovery process.
- Develop medium and long term recovery policies and strategies.
- Develop and implement the Action Plan.
- Identify and obtain required resources.
- Provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities.
- Monitor recovery activities.
- Identify areas where the SDMG and the Premier need to make decisions beyond existing policies and procedures, and advise on recommended options.
- Provide advice and regular reports to the DDMG, as well as regular community and media information on recovery progress.
- Develop a final report at the conclusion of recovery operation.

### 4.5 Human-Social Recovery

Human-social recovery will be coordinated through the Human - Social Recovery Sub-group.

**Role:** This sub-group is to coordinate planning and implementation of recovery in the areas of safety and well-being, physical and psychological health, and social aspects.

**Responsibilities:**

- community support and the restoration of community support services and networks;
- social impact and needs assessment and monitoring;
- personal support and information;
- physical health and emotional support;
- psychological, spiritual, cultural and social wellbeing support;
- public safety and education support;
- activities that ensure affected communities and interest groups are involved in the decision making process;
- temporary accommodation; and
- financial assistance to meet immediate individual needs and uninsured household loss and damage

The functional lead agency for human-social recovery is the Department of Communities (DoC).

**Reporting Responsibilities:**

- Chair and Coordinator to attend Coordination Meetings of Quilpie Recovery Group – Human Social Recovery Sub Group
- The Sub Group is to meet as required at the discretion of the Chair of the Human Social Recovery Sub Group
- Agendas and Minutes of meetings to be copied to Chair, Quilpie Recovery Group

**Sub-group composition:**

***Suggested members:***

- Quilpie Shire Council
- Department of Communities
- Queensland Health
- Australian Red Cross
- Local Community Organisations
- Quilpie Community Support Centre.

***Supporting organisations:***

- Centrelink
- Red Cross
- QPS
- Lifeline
- Department of Education, Training and the Arts
- Salvation Army
- Others as required.

## 4.6 Economic Recovery

Economic recovery will be coordinated through the Economic Recovery Sub-group.

**Role:** This sub-group is to coordinate planning and implementation of economic and financial recovery in the Quilpie Shire.

**Responsibilities:**

- assessing impact on key economic assets;
- stimulating the renewal and growth of the economy within the affected area and the state;
- supporting individuals and households (e.g. through employment services, income support and assistance in insurance claims)
- facilitating business, industry and regional economic recovery and renewal;
- facilitating financial assistance, access to funds and loans and employer subsidies;
- ensuring businesses and industry groups and affected communities are involved in the decision making process; and
- recovering from the intangible effects of an event (e.g. loss of business confidence and quality of life etc.)

The functional lead agency for economic recovery is the Department of Employment, Economic Development and Innovation (DEEDI).

**Reporting Responsibilities:**

- Chair and Coordinator to attend Coordination Meetings of Quilpie Recovery Group – Economic Recovery Sub Group
- The Sub Group is to meet as required at the discretion of the Chair of the Economic sub group.
- Agendas and Minutes of meetings to be copied to Chair, Quilpie Recovery Group

**Sub-group composition:**

**Suggested members:**

- Quilpie Shire Council
- Department of Tourism, Regional Development and Industry
- Queensland Treasury
- Insurance Council Australia
- Department of Premier and Cabinet
- Department of Environment and Resource Management
- Department of Employment, Economic Development and Innovation
- Department of Local Government
- Local Government Association of Queensland
- Chamber of Commerce

**Supporting organisations:**

- Australian Bureau of Statistics
- Q.R.A.A.

- Insurance companies.

#### **4.7 Built Environment Recovery**

Built environment recovery will be coordinated through the Built Environment Recovery Sub-group.

**Role:** This sub-group is to coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (including power, water, telecommunications, transport) recovery in the district / region.

**Responsibilities:**

- Assessing damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities;
- Coordinating building safety inspection services and securing damaged buildings and structures;
- Coordinating demolition of unsafe buildings and structures;
- Coordinating repair and rebuilding matters of housing stock;
- Coordinating disposal of hazardous material and debris;
- Coordinating recovery of utility (water, power and telecommunications) infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra and Energex, etc.);
- Coordinate restoration of public schools and public building infrastructure, sporting facilities and public playgrounds;
- Coordinate the restoration of damaged dam structures;
- Coordinate recovery of road and other transport infrastructure;
- Prioritise repair and reconstruction activities, where appropriate;
- Ensuring industry groups and affected communities are involved in the decision making process; and
- Considering mitigation measures (e.g. flood risk reduction) when planning for rebuilding and reconstruction

The functional lead agency for infrastructure recovery is the Department of Infrastructure and Planning (DIP).

**Reporting Responsibilities:**

- Chair and Coordinator to attend Coordination Meetings of Quilpie Recovery Group – Built Environment Sub Group
- The Sub Group is to meet as required at the discretion of the Chair of the Built Environment Sub Group
- Agendas and Minutes of meetings to be copied to Chair, Quilpie Recovery Group

**Sub-group composition:**

***Suggested members:***

- Department of Infrastructure and Planning
- Quilpie Shire Council
- Department of Public Works
- Building Services Authority
- Queensland Treasury

- Department of Housing
- Department of Transport and Main Roads.

**Supporting organisations:**

- Utility owners / operators (Telstra, Optus, Energex, Origin,)
- Department of Mines and Energy
- Insurance Council of Australia
- Others as required.

#### **4.8 Natural Environment Recovery**

Natural Environment recovery will be coordinated through the Environmental Recovery Sub-group.

**Role:** This sub-group is to coordinate recovery of the natural environment.

**Responsibilities:**

- Assessing the impact of the event on the natural (e.g. water quality, ecological impact and pollution) and cultural (e.g. heritage conservation including indigenous cultural heritage) environment;
- Providing advice on potential environmental issues (e.g. water quality and sewerage, etc) and monitoring current issues (e.g. monitoring pollution and animal welfare);
- The rehabilitation of the natural environment, including parks, waterways and wildlife;
- Rehabilitation of the cultural environment;
- The preservation of community assets (e.g. reserves and parks);
- Managing and disposing waste;
- Ensuring environmental bodies, affected communities and interest groups are involved in the decision making process; and
- Monitoring and assessing the environmental consequences of cleanup operations

The functional lead agency for environmental recovery is the Department of Environment and Resource Management (DERM).

**Reporting Responsibilities:**

- Chair and Coordinator to attend Coordination Meetings of Quilpie Recovery Group – Environmental Recovery Sub Group
- The Sub Group is to meet as required at the discretion of the Chair of the Environmental Recovery Sub Group
- Agendas and Minutes of meetings to be copied to Chair, Quilpie Recovery Group

**Sub-group composition:**

**Suggested members:**

- Quilpie Shire Council
- Department of Environment and Resource Management
- Department of Employment, Economic Development and Innovation

**Supporting organisations:**

- RSPCA

- Environmental Advisors
- Chemical and Hazardous Substance Advisors
- Quilpie Balonne Catchment Management Association
- Environmental Interest Groups.

## **5 ACTION PLAN**

When convened for disaster recovery operations, the recovery group at the applicable level will develop an Operational Plan to guide its activities. This will be discussed and developed during the group's first meeting. A broad timeframe should be included in this plan.

At the first meeting Action Plan's for each recovery function will be developed. This Action Plan will list the tasks to be performed by the group, agencies/individuals responsible for the tasks and a timeframe for completion of the tasks.

At each subsequent meeting of each group, their respective Action Plans will be reviewed and updated, with new information.

Revised plans should consider: emerging issues; additional actions that may be required; roles and responsibilities; arrangements for ongoing coordination across the functions; and progress against the original requirements.

Operational and Action plans should also identify proposed transitional arrangements that consider the requirements of affected individuals and communities. This should include service delivery arrangements and emerging issues.

Plans should also be informed, where possible, by feedback received through ongoing community engagement strategies.

Copies of completed Action Plans should then be submitted to the recovery group of the appropriate level at their final meeting, where the Operational Plan is also to be finalised. Copies of plans should be included in relevant agency and group event files.

When writing your Operational Recovery plan consider the following:

- Develop recovery vision in consultation with the affected community.
- Use the impact assessment of the floods to inform identification of issues and breaking them into the four major groups (human-social, economic, built environment, natural environment).
- Identify key short, medium and long term priorities.
- Obtain community views, vision and input.
- Set up informed vision, goals and projected outcomes.
- Identify and prioritise projects.
- Develop project costs and funding priorities.
- Develop project timeframes.
- Develop funding sources and strategies.
- Conduct second public meeting to unveil the Action Plan.
- Advertise and disseminate public information about the Action Plan.
- Distribute Executive Summary of the Action Plan and other relevant material.
- Develop priorities for implementation.

- Keep community informed on the progress of the Action Plan
- Develop exit strategy and transition to line agency business as usual.
- Develop debriefing and evaluating strategies.

## **6 PROPOSED MILESTONES OF THE RECOVERY PROCESS**

Diagram 3 illustrates the proposed milestones to be achieved in the first seven (7) weeks of the recovery process.

## Milestones for Medium to Long Term Recovery

Commencing xx March 2011

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Continuation
Immediate and Short-Term Recovery (By Line Agencies in Disaster Management System)							
Quilpie Recovery Group Chair and members appointed							
Establish Recovery Group							
Terms of Reference Principles for the Group							
First meetings of Recovery Group Sub Groups							
Assess Floods' Impact							
Set Up Dates for Public Meetings							
Public Information and Public Relations							
Conduct Meetings with Community Organisations, Leaders etc.							



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## 7 PUBLIC INFORMATION AND CONSULTATION PLAN

Successful recovery is built on effective communication with affected communities and other stakeholders. Recovery public information and consultation should:

- Use Elected members to engage the community
- Continue to engage local radio / TV
- ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent;
- recognise that communication with a community should be two-way, and that input and feedback should be sought and considered over an extended time;
- ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels;
- establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
- repeat key recovery messages because information is more likely to reach community members when they are receptive

An effective public information and consultation plan should be developed during the initial stages of the recovery operational planning.

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## **APPENDIX 1: TERMS OF REFERENCE FOR THE RECOVERY COORDINATOR**

The Terms of Reference for the Recovery Coordinator are as follows:

- Coordinate establishment of the Quilpie Recovery Group.
- Coordinate the whole-of-government and community recovery from the monsoonal floods with the Quilpie Recovery Group.
- Coordinate short to medium term recovery to address the immediate effects of floods and development of longer term measures as appropriate.
- Ensure the recovery strategies address all functional areas of recovery including human-social, built environment, economic and natural environment.
- Provide effective on-site leadership, to focus all necessary resources, and to achieve the most efficient and effective recovery of affected communities.
- Coordinate the provision of conduit between the community and the government.
- Develop and implement effective strategies for community participation and partnership in the recovery process.
- Ensure that organisational arrangements are adaptable and able to respond to the changing priorities throughout the ongoing recovery process.
- Facilitate and coordinate the operation of agencies and organisations involved in the recovery operations.
- Coordinate the ongoing government services aspects of community recovery.
- Coordinate the actions of peak community, business and non-government organisations in their contribution to the floods recovery to ensure the most effective use of skills and resources.
- Provide advice to government of the needs and responses of the affected individuals, communities and other sectors.
- Identify areas where the SDMG and the Premier need to make decisions beyond existing policies and procedures, and advise on recommended options.
- Chair Coordination Meeting of Sub Group Chairs and Coordinators
- Provide regular reports on recovery operations to the SDMG and the Premier, as well as regular community and media information on recovery progress.
- Provide final report at the conclusion of recovery operation.

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## **APPENDIX 2: RECOVERY CURRENTLY UNDERWAY**

This appendix provides a summary of general issues derived from an environmental scan as at xx/xx/xxx and represents the general start point for the Quilpie Recovery Group. The group should review this section of the plan as a start point for recovery in any event and alter as necessary.

### **Human-Social Recovery**

#### ***(a) Impact assessment available to date***

- Approximately 200 houses sustained inundation.
- Local caravan park was inundated and caravans destroyed.
- Department of Communities staff have assessed approximately 40 people requiring mid-long term accommodation arrangements; this number is made up of families, couples and singles.
- Assessments of community members requiring temporary accommodation and personal hardship continues.
- As at 11 March 2010, 269 applications for payments have been processed by Department of Communities, totalling \$95,650.00.

#### ***(b) Recovery progress to date***

- Community Recovery Centre established in Quilpie Cultural Centre with multi support-agency representation. The Recovery Centre will close Friday, 19 March 2010.
- Support agencies (i.e. Department of Communities, Lifeline and Red Cross) undertaking outreach services.
- Emergency assistant payments and grants to affected persons being made available (incl. local community and rural members).
- Available assistance communicated to community members by print and radio mediums.
- Isolated properties re-supply undertaken.
- Critical/ essential services operating (e.g. shops, schools, medical facilities)
- Debris clean-up undertaken by Council (soiled goods, deceased animals etc); approximately 13,400m<sup>3</sup>s has been collected; equivalent to 2,500 truck loads.
- Risk minimisation strategies (i.e removal of waste, trimming grass and vector control measures deployed) to reduce environmental and population health hazards (eg Ross River).
- Integrity of water and sewerage supplies assessed.
- Local community appeal and support social events.

#### ***(c) Tactical issues***

- Mid to long term accommodation solutions to be established.
- Transportation needs to be considered for individuals/ family groups that have loss vehicles.
- Ongoing identification of hardship cases – support agencies to continue with outreach services; in particular rural areas
- Ongoing awareness of emerging mental health issues amongst community members.
- Debrief sessions with community and emergency response teams.

- 
- Environmental Health – no impact on sewerage and water supplies - impact on sugar can industry will be assessed.

## **Economic Recovery**

### ***(a) Impact assessment available to date***

- Approximately 200 dwellings impacted
- Rural operations impacted – extent still to be determined.
- Under/ non insured community members identified.
- Cattle ‘sale yards’ damaged and road infrastructure damage limiting number of cattle available sale.
- Employment effected by isolation of commercial oil/ gas operations, impacted rural operations and limited road transport access.
- Significant tourist events imminent.

### ***(b) Recovery progress to date***

- Focus to rectify damage at saleyards.
- Grants/ financial counselling available to rural property owners.
- Ongoing assessment of road infrastructure.
- Ongoing confirmation, via press and radio, of community/ tourist events.

### ***(c) Tactical issues***

- Ongoing identification of hardship cases/ persons temporarily unemployed due to effected businesses.
- Identification of affected businesses and determination of expected outages.
- Identification of alternate employment opportunities for employees affected by temporary business closure/ interruptions.

## **Built Environment Recovery**

### ***(a) Impact assessment available to date***

- Extensive road/ bridge infrastructure damage on major arterials, including suspected damage to drainage network beneath the town’s main street.
- Approximately 200 properties affected by flood.
- Extensive fencing damage to rural properties.
- Damaged ‘unsealed’ roads.

### ***(b) Recovery progress to date***

- Re-establishment and repair of rail infrastructure expected by Thursday, 18 March 2010.
- Assessment of major arterials; load restrictions in place, and re-opening of Warrego Highway (East) Wednesday, 10 March 2010, and Warrego Highway (Roma-Morven) today, 11 March 2010.
- Local road infrastructure assessed and essential repairs undertaken.
- Concessional loans and revised ‘payment due dates’ by banks, utility providers and Council.

### ***(c) Tactical issues***

- 
- Rectification/ restoration of damaged plant and equipment.
  - Availability of tradespersons to effect early restoration works.
  - Transport of heavy machinery/ equipment to affected areas.
  - Minimise disruption/ displacement during rectification/ restoration works.

### **Natural Environment Recovery**

#### ***(a) Impact assessment available to date***

- Lost of pasture for grazing.
- Deceased stock losses.
- Overgrown lawns and parks.
- Stagnant water.
- No reports to date of contaminated waterways.
- Disposal of waste.

#### ***(b) Recovery progress to date***

- Ongoing maintenance of lawns and parks.
- Vector control commenced.
- Immediate removal of refuse from town.
- Precautions for limiting population health issues from environmental hazards communicated.

#### ***(c) Tactical issues***

- Impact on rural operations caused by flood water.
- Monitoring of population health caused by environmental issues.
- Identification and notification to owners of deceased animals.

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### APPENDIX 3: ABBREVIATIONS

ABS	Australian Bureau of Statistics
ADF	Australian Defence Force
BOM	Bureau of Meteorology
BSA	Building Services Authority
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDRG	District Disaster Recovery Group
DM Act	<i>Disaster Management Act 2003 (QLD)</i>
EMA	Emergency Management Australia
EPA	Environmental Protection Agency
QSCLDCC	Quilpie Shire Council Local Disaster Coordination Centre
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LG	Local Government
LGAQ	Local Government Association of Queensland
NDMP	Natural Disaster Mitigation Program
NDRRA	Natural Disaster Relief and Recovery Arrangements
NEMCC	National Emergency Management Coordination Centre
NGO	Non-Government Organisation
PSPA	<i>Public Safety Preservation Act 1989</i>
QNPWS	Queensland National Parks & Wildlife Services
QRAA	Queensland Rural Adjustment Authority
SDCC	State Disaster Coordination Centre
SDMG	State Disaster Management Group

## APPENDIX 4: DRAFT AGENDA FOR SUB GROUP MEETINGS

### QUILPIE RECOVERY GROUP - <SUB-COMMITTEE NAME>

#### SUB-COMMITTEE MEETING AGENDA

<Day Date> March 2011

am – pm

#### <Meeting Venue>

#### Quilpie Shire Council

Chairperson Cr.

Secretariat *to be confirmed*

1. Welcome and apologies Chair
2. Introductions Chair
  - Council representative/s
  - Membership
  - Supporting agencies
3. Charter Chair
4. Reporting arrangements Chair
  - Administration
5. Council priorities
6. Agency challenges Agency representatives
7. Action Plan Chair
  - Priorities (low, medium, high), agency, description, timeline
8. Communications (media – primary contact officer) Chair
9. Public meeting (schedule week beginning ) Chair

APPENDIX 5: QUILPIE RECOVERY GROUP – EXAMPLE GROUP ACTION PLAN SUMMARY

PRIORITIES	OBJECTIVES	ACTIONS REQUIRED	STAKEHOLDERS	KEY MILESTONES	STATUS AS AT DATE	STATUS
SUBGROUP				Dates or other criteria for each of the critical actions		 <p>TRAFFIC LIGHT</p> <p><b>Blue</b> – Completed</p> <p><b>Green</b> – On schedule</p> <p><b>Amber</b> – Requires monitoring</p> <p><b>Red</b> – Of concern/ Not yet commenced</p>

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**APPENDIX 6: QUILPIE RECOVERY GROUP – EXAMPLE RECOVERY SUB GROUP ACTIONS**



Strategic Priority <Sub-Group No.> – <Sub-Group Name> Recovery <Sub-Group Recovery Chair’s Name>, Recovery Chair			
<b>Short Term</b>	<b>Proposed Action</b>	<b>Action to Date</b>	<b>Action Officer</b>
<b>Medium Term</b>	<b>Proposed Action</b>	<b>Action to Date</b>	<b>Action Officer</b>
<b>Long Term</b>	<b>Proposed Action</b>	<b>Action to Date</b>	<b>Action Officer</b>



**APPENDIX 8: QUILPIE RECOVERY GROUP – EXAMPLE INDUSTRY CONSULTATION RECORD**



ASSISTANCE SOUGHT BY <INDUSTRY NAME> (TO DATE)	RESPONSE BY <LOCAL/ STATE/ FEDERAL> AGENCIES	FURTHER ASSISTANCE REQUESTED BY <INDUSTRY NAME>	AGREED STRATEGY/ACTION	ACTION OFFICER (DUE DATE)