



# **Management of Vulnerable Persons Sub-Plan 2021-2022**

**Version 3 – ECM Ref: 1212556**

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## Endorsement

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

The plan was endorsed for distribution by the Charters Towers Regional Council's Local Disaster Management Group at a meeting held 8<sup>th</sup> November 2021:

Cr Graham Lohmann moved, seconded by Senior Sergeant Neil King that the Local Disaster Management Group endorse the following documents:

- a. Local Disaster Management Plan and Appendices
- b. Financial Sub-Plan
- c. Re-Supply Sub-Plan
- d. Public Health Sub-Plan
- e. Public Information and Warnings Sub-Plan
- f. Management of Vulnerable Persons Sub-Plan
- g. Pandemic Sub-Plan

**CARRIED**



Franklin C. Beveridge  
**Chair**  
**Local Disaster Management Group**



Aaron Johansson  
**Local Disaster Coordinator**  
**Local Disaster Management Group**

The plan is endorsed for distribution by the Charters Towers Regional Council.



Aaron Johansson  
**Chief Executive Officer**  
**Charters Towers Regional Council**



Franklin C. Beveridge

**Mayor**

**Charters Towers Regional Council**

<b>General Meeting</b> 17 <sup>th</sup> November 2021	<b>Executive Summary</b> The Local Disaster Management Plan and Sub-Plans are tabled for Council's Endorsement.	<b>Officers Recommendation</b> That Council endorse the Charters Towers Regional Council Local Disaster Management Plan and Sub Plans.  <b>Resolution No. 3797</b>  Cr GJ Lohmann moved, seconded by Cr JD Mathews that Council endorse the Local Disaster Management Plan and Sub-Plans: <ul style="list-style-type: none"><li>• Financial</li><li>• Pandemic</li><li>• Public Health</li><li>• Public Information and Warnings</li><li>• Management of Vulnerable Persons</li><li>• Re-Supply</li></ul> <b>CARRIED</b>
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## Document Control

### Amendment Control

The *Management of Vulnerable Persons Sub-Plan* is a controlled document. The controller of the document is the Charters Towers Local Disaster Coordinator (LDC). Any proposed amendments to this plan should be forwarded in writing to:

**Local Disaster Coordinator**  
**Charters Towers Regional Council**  
**P O Box 189**  
**CHARTERS TOWERS QLD 4820**

**Telephone:** 0747615300  
**Email:** mail@charterstowers.qld.gov.au

The Local Disaster Coordinator may approve minor amendments to this document.

The LDC will ensure that any changes to the content of the document will be submitted to the Charters Towers Regional Council's Local Disaster Management Group (CTRCLDMG) for approval and be endorsed by the Charters Towers Regional Council.

## Amendment Register

Version No.	Issue Date	Inserted by	Action	Date
01	August 2018	Jennifer Brown (CTRC) Cr Graham Lohmann (CTRC) & Andy Pethybridge (EMC – QFES)	Initial Plan	August 2018
02	August 2019	Jennifer Brown (CTRC) Cr Graham Lohmann (CTRC) Cr Sonia Bennetto (CTRC) & Andy Pethybridge (EMC – QFES)	Review	July to September 2019
03	February 2020	Jennifer Brown (CTRC)	Review	October 2021

## Purpose

The purpose of the *Management of Vulnerable Persons Sub-Plan* is to manage vulnerable person arrangements for a local event, in which the Charters Towers Regional Council's Local Disaster Management Group (CTRCLDMG) and its plans and processes have been activated.

## Authority

This plan forms a sub-plan of the Charters Towers Regional Council's Local Disaster Management Plan (CTRCLDMP) and is developed under the authority of the *Disaster Management Act 2003*.

## Functional Responsibility

The Local Disaster Coordinator (LDC) is to ensure all agencies and members of the Charters Towers Regional Council's Local Disaster Management Group are aware of these management arrangements.

## Definition of Vulnerable Persons (At Risk):

(See also <https://www.qld.gov.au/community/documents/disasters-emergencies/supporting-people-with-vulnerabilities-framework.pdf>)

- Recipients of NDIS
- Boarding School residents
- Residents of Eventide, Dalrymple Villa and Charters Towers Rehabilitation Unit
- Patients at Charters Towers Health Service (Hospital)
- Elderly residents living independently in receipt of Home Care or other support packages
- Residents requiring in home high care medical support (eg Oxygen, dialysis)
- Homeless
- Tourists
- Domestic Violence Victims
- Substance Dependent persons

## Responsibilities of Other Agencies and Organisations

Each agency or organisation is responsible for providing management response for clients and staff in the event of a disaster. Should the agency's capacity be exceeded, they should seek assistance from the LDMG to request assistance from the District Disaster Management Group (DDMG):

Agency	Responsibility
Local Disaster Management Group	<ul style="list-style-type: none"><li>• Provision of timely and accurate information to agencies and the community</li><li>• Conduit between Agencies and District</li></ul>
Prospect Community Services	<ul style="list-style-type: none"><li>• Communication conduit between LDMG and NDIS providers</li></ul>
Charters Towers Health Care Facility – Queensland Health Hospital	<ul style="list-style-type: none"><li>• Mass Casualty Plan</li><li>• Provide inpatient and home care for clients</li><li>• Maintain business continuity plan and evacuation plan</li><li>• Expandable capacity for triage and primary assessment</li><li>• Expandable bedding capacity</li></ul>
Eventide Aged Care Facility – Queensland Health	<ul style="list-style-type: none"><li>• Evacuation and emergency procedures and business continuity plan</li><li>• Expandable capacity</li><li>• Can accept patients from Charters Towers Health Facility (Hospital)</li><li>• Caterers for all Queensland Health Facilities within Charters Towers</li><li>• Capacity to accept ambulant evacuees, provided staffing resources are provided</li></ul>
Agency	<ul style="list-style-type: none"><li>• Responsibility</li></ul>

Charters Towers Rehabilitation Unit – Queensland Health	<ul style="list-style-type: none"> <li>• Evacuation and emergency procedures and business continuity plan</li> <li>• Expandable capacity</li> <li>• Can accept patients from other mental health facilities</li> </ul>
Home Care Services – Queensland Health	<ul style="list-style-type: none"> <li>• Provision of home care services in Charters Towers, Greenvale, Ravenswood and Pentland</li> </ul>
Dalrymple Villa – Aged Care Facility	<ul style="list-style-type: none"> <li>• Evacuation and emergency procedures and business continuity plan</li> <li>• Expandable capacity</li> <li>• Capacity to accept ambular evacuees provided staffing resources are provided</li> <li>• In house catering provided</li> <li>• Mobile meal delivery to clients in the community</li> </ul>
UnitingCare – Blue Care	<ul style="list-style-type: none"> <li>• Evacuation and emergency procedures and business continuity plan</li> <li>• Provide in home care and support to clients</li> </ul>
Boarding Schools: All Souls St Gabriels Columba Catholic College Blackheath and Thornburgh College Charters Towers School of Distance Education	<ul style="list-style-type: none"> <li>• Evacuation and emergency procedures and business continuity plan</li> <li>• Expandable capacity</li> <li>• Capacity to accept evacuees in certain circumstances (outside of school terms)</li> <li>• Catering/kitchen facilities available</li> </ul>

## Identification of Risks

<b>Agency</b>	<b>Risks Identified</b>	<b>Mitigation of Risks</b>
Prospect Community Services	Lack of transportation for clients	Liaise with Public Transport providers and Eventide Aged Care Facility
Charters Towers Health Care Facility – Queensland Health	Lack of transportation for clients and patients to be moved Supply and disposing of needles for intravenous drug users Lack of available Oxygen supplies for independent living clients Dialysis recipients unable to travel to Townsville for treatment	Liaise with QAS and Eventide Aged Care Facility Queensland Health to identify alternate supply and disposal procedures Monitor Oxygen supplies and maintain client lists Request for Assistance
Eventide Aged Care Facility – Queensland Health	Reduced availability of food from local suppliers due to interrupted logistics chain Reduced availability of medications from Townsville Suppliers due to interrupted logistics chain Lack of available Oxygen supplies	Request for Assistance through District  Request for Assistance
Charters Towers Rehabilitation Unit – Queensland Health	Reduced availability of medications from Townsville Suppliers due to interrupted logistics chain	Request for Assistance through District
Home Care Services – Queensland Health	Inability to provide home care services in Greenvale, Ravenswood and Pentland due to reduced access (eg flooding)	Business Continuity Plan Request for Assistance through District
Dalrymple Villa – Aged Care Facility	Lack of transportation for clients Reduced availability of food from local suppliers due to interrupted logistics chain Lack of available Oxygen supplies	Liaise with Public Transport providers and Eventide Aged Care Facility  Request for Assistance
UnitingCare – Blue Care	Lack of communications due to electrical and telecommunications failure Lack of available Oxygen supplies for independent living clients	Satellite telephones and hard copy client contact documentation  Assist clients to monitor Oxygen supplies and maintain client lists
Boarding Schools: All Souls St Gabriels Columba Catholic College Blackheath and Thornburgh College	Reduced availability of food from local suppliers due to interrupted logistics chain	Request for Assistance through District
Charters Towers School of Distance Education	Reduced availability of food from local suppliers due to interrupted logistics chain (inreach activity weeks)	Request for Assistance through District

## Appendix B

### Contact details Agencies and Organisations:

Agency	Contact Name	Contact details
Local Disaster Management Group	Aaron Johansson Local Disaster Coordinator	Not available in uncontrolled document
Prospect Community Services	Tiffany Hopkins Chief Executive Officer	Not available in uncontrolled document
Charters Towers Health Care Facility – Queensland Health	Francois Pretorius Medical Superintendent	Not available in uncontrolled document
Eventide Aged Care Facility – Queensland Health	Francois Pretorius Medical Superintendent	Not available in uncontrolled document
Charters Towers Rehabilitation Unit – Queensland Health	Francois Pretorius Medical Superintendent	Not available in uncontrolled document
Home Care Services – Queensland Health	Francois Pretorius Medical Superintendent	Not available in uncontrolled document
Dalrymple Villa – Aged Care Facility	Joanne Boschetti Manager	Not available in uncontrolled document
UnitingCare – Blue Care – Charters Towers Community Care	Georgina Mitchell	Not available in uncontrolled document
All Souls St Gabriels	Ian Dietrich (Acting Principal)	Not available in uncontrolled document
Columba Catholic College	Melissa Turner	Not available in uncontrolled document
Blackheath and Thornburgh College	Simon Murphy	Not available in uncontrolled document
Charters Towers School of Distance Education		Not available in uncontrolled document



## **Management of Vulnerable Persons Sub-Plan 2021-2022**

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