



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 14 June 2017

Commencing at 9.00 am

Chief Executive Officer: Gary Wall

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

- | | | |
|----------|---------------------------|---|
| A | Accountability: | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i> |
| C | Community: | <i>Building partnerships and delivering quality customer service.</i> |
| H | Harmony: | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| I | Innovation: | <i>Encouraging an innovative and resourceful workplace.</i> |
| E | Ethical Behaviour: | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i> |
| V | Vision: | <i>This is the driving force behind our actions and responsibilities.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 14 June 2017

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2 (A) PRAYERS.....	1
2 (B) RECEIPT OF PETITIONS.....	1
2 (b).1 PET - 2360670 - Forwarding signed Petition requesting Council to relocate the Christmas tree to the more appropriate location at Les Muller Park Coulson Street Blackbutt .	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
3.1 South Burnett Regional Council Minutes	3
4. PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS.....	4
4.1 Economic Development, Governance and Communications Portfolio Report.....	4
4.2 GOVERNANCE (G)	5
4.2.1 G - 2364412 - Delegation of Powers to Chief Executive Officer under Planning Act 2016	5
4.2.2 G - 2333067 - Contract to purchase the Ergon Building and Freehold Land	21
4.2.3 G - 2365953 - South Burnett Regional Council Operational Plan 2017/18	23
4.3 ECONOMIC DEVELOPMENT (ED).....	35
4.4 COMMUNICATIONS (C).....	35
4.5 DISASTER MANAGEMENT.....	35
4.5.1 DM - 2364176 - Seeking Council adopt the South Burnett Disaster Recovery Plan Version 2.0	35
5. PORTFOLIO - ROADS & DRAINAGE.....	198
5.1 Roads & Drainage Portfolio Report	198
5.2 ROADS & DRAINAGE (R&D).....	199
5.3 DESIGN & TECHNICAL SERVICES (D&TS).....	199
5.3.1 D&TS - 2330267 - Blackbutt Town Hall - Community Hub Relocation and Modernisation	199
6. PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES	201
6.1 Community, Arts, Tourism and Health Services Portfolio Report.....	201
7. PORTFOLIO - PLANNING & PROPERTY.....	202
7.1 Planning and Property Portfolio Report	202
7.2 PLANNING (P&LM).....	203
7.2.1 P&LM - 1694181 - IDAS Application - Material Change of Use - Proposed Medical Centre at 83 Drayton Street Nanango - Lot 13 SP289205 - MCUC2016/0015	203
8. PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION.....	211
8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report	211
8.2 WATER & WASTE WATER (W&WW)	212
8.2.1 W&WW - 2363693 - Adjustment to Level 3 Water Restriction Watering times	212
9. PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS	214
9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report	214
9.2 NATURAL RESOURCE MANAGEMENT & PARKS (NRM&P)	215

9.2.1	NRM&P - 2363581 - Approval of the South Burnett Biosecurity Surveillance Program in accordance with the Biosecurity Act 2014.	215
9.2.2	NRM&P - 2365984 - Expression of Interest - Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities	217
10.	PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES.....	219
10.1	Finance, ICT and Human Resources Portfolio Report	219
10.2	FINANCE (F).....	220
10.2.1	F - 2365017 - Fourth Quarter Capital Budget Review 2017	220
10.2.2	F - 2365091 - Fees and Charges Schedule	224
10.2.3	F - 2364495 - Rate Exemptions and Remissions - Additions to Approved List - Nanango Historical Society Inc. - 42 Gipps Street, Nanango	261
10.2.4	F - 2364456 - Fourth Quarter Operating Budget Review 2017	263
10.3	ICT.....	271
10.4	HUMAN RESOURCES (HR)	271
10.4.1	HR - 2363232 - Arrangements regarding Christmas Closedown for 2017/18	271
11.	CONSIDERATION OF NOTICES OF MOTION	274
12.	INFORMATION SECTION (IS)	274
12.1	IS - 2365068 - Reports for the Information of Council	274
13.	CONFIDENTIAL SECTION	275

1. Leave Of Absence

Nil.

2 (a) Prayers

A representative of the Kingaroy District Ministers Association, Pastor Gideon Okesene offered prayers for Council and for the conduct of the Council meeting.

2 (b) Receipt of Petitions

- 2 (b).1 PET - 2360670 - Forwarding signed Petition requesting Council to relocate the Christmas tree to the more appropriate location at Les Muller Park Coulson Street Blackbutt**

Document Information

IR No 2360670

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 26 May 2017

Précis

Forwarding signed Petition requesting Council to relocate the Christmas tree to the more appropriate location at Les Muller Park Coulson Street Blackbutt

Summary

A petition has been received requesting Council relocate the Christmas tree in Blackbutt to Les Muller Park.

Officer's Recommendation

That the petition be received and referred to staff for consideration and report to Council.

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

N/A

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 17 May 2017 as recorded be confirmed.

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

IR No 2363926

Author Mayor, South Burnett Regional Council

Date 9 June 2017

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

Mayor Campbell presented his Economic Development, Governance and Communications Portfolio Report to Council.

Officer's Recommendation

That Mayor Campbell's Economic Development, Governance and Communications Portfolio Report to Council be received.

4.2 Governance (G)

Officer's Report

4.2.1 G - 2364412 - Delegation of Powers to Chief Executive Officer under Planning Act 2016

Document Information

IR No 2364412

Author Senior Governance Officer

Endorsed By Manager Social & Corporate Performance

Date 5 June 2017

Précis

Update Council's delegation of powers to the Chief Executive Officer in relation to the *Planning Act 2016* passed in Parliament on 25 May 2016.

Summary

Parliament passed the *Planning Act 2016* on 25 May 2016, which commences on 3 July 2017. The *Planning Act 2016* replaces the *Sustainable Planning Act 2009 (SPA)*.

MacDonnells Law have reviewed the Act and provided an update to the delegations to assist with the streamlined implementation of the new *Planning Act 2016*, and the transition from the *Sustainable Planning Act 2009*.

Officer's Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council resolves to:

Delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation included in this report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Planning Act 2016*

Under section 257 of the *Local Government Act 2009*, South Burnett Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Planning Act 2016 ("PLAA")**CHAPTER 2 – PLANNING****Part 3 - State Planning Instruments**

Entity power given to	Section of PA	Description
Person	10(2)(c)	Power to make a written submission about the instrument to the Minister.

Part 3 - Local Planning Instruments**Division 2 – Making or amending planning schemes**

Entity power given to	Section of PA	Description
Local Government	18(1)	Power to propose to make or amend a planning scheme.
Local Government	18(2)	Power to give notice of the proposed planning scheme or proposed amendment to the Chief Executive.
Local Government	18(3)	Power to consult with the Chief Executive.
Local Government	18(3)(b)	Power to consider amended notice given by the Chief Executive about the process for making or amending the planning scheme
Local Government	18(6)	Power to make or amend the planning scheme by following the process in the notice or amended notice.
Local Government	19(1)	Power to apply a planning scheme as a categorising instrument in relation to prescribed tidal works in the tidal area for its non-port local government area, to the extent prescribed by regulation.
Local Government	20(2)	Power to amend a planning scheme by following the process in the Minister's rules.
Local Government	21	In certain circumstances, power to follow the process in the Minister's rules for making or amending an LGIP.
Local Government	22(1)	Power to amend a planning scheme policy by following the process in the Minister's rules.
Local Government	23(1)	Power to make a TLPI if the local government and Minister decide – a) there is significant risk of serious adverse cultural, economic, environmental or social conditions happening in the local government area; b) the delay involved in using the process in sections 18 to 22 to make or amend another local planning instrument would increase the risk; and c) the making of the TLPI would not adversely affect State interests.
Local Government	23(2)	Power to amend a TLPI if the Minister decides the amendment of the TLPI would not adversely affect State interests.
Local Government	23(4)	Power to make or amend a TLPI by following the process in the Minister's rules.
Local Government	24(5)	Power to repeal a TLPI by making, or amending, a planning scheme to specifically repeal the TLPI.
Local Government	25(1)(a)	Power to review planning scheme.

Local Government	25(1)(b)	Power to decide, based on that review, whether to amend or replace the planning scheme.
Local Government	25(2)	Power to: a) give written reasons for the decision to the Chief Executive; b) publish a public notice in the approved form about the decision; and c) keep a copy of the public notice in a conspicuous place in the local government's public office for a period of at least 40 business days after the notice is published.
Local Government	25(3)	Power to undertake an LGIP review.

Division 3 – State Powers for local planning instruments

Entity power given to	Section of PA	Description
Local Government	26(3)(c)	Power to may make a submission to the Minister about taking the action.
Local Government	26(4)(a)	Power to take action in accordance with Minister's direction under a Notice.
Local Government	26(4)(b)	Power to take other action in accordance with Minister's direction.

Part 4 - Superseded Planning Schemes

Division 1 – Applying superseded planning schemes

Entity power given to	Section of PA	Description
Local Government	29(4)(a)	Power to accept, assess and decide a development application (a superseded planning scheme application) under a superseded planning scheme.
Local Government	29(4)(b)	Power to apply a superseded planning scheme to the carrying out of development that was accepted development under the superseded planning scheme.
Local Government	29(6)	Power to decide whether or not to agree to a superseded planning scheme request within the period prescribed by, or extended as required under, the regulation.
Local Government	29(7)	Power to give a decision notice to the person who made the superseded planning scheme request.

Division 2 - Compensation

Entity power given to	Section of PA	Description
Local Government	30(5)	Power to prepare a report assessing feasible alternatives for reducing the risk stated in subsection (4)(e), including imposing development conditions on development approvals.
Local Government	32(1)(a)	Power to approve all or part of a compensation claim.
Local Government	32(1)(b)	Power to refuse a compensation claim.
Local	32(1)(c)	Power to give a notice of intention to resume the affected owner's interest in

Government		premises under the Acquisition Act, section 7.
Local Government	32(2)	Power to decide to amend the planning scheme to allow premises to be used for the purposes that the premises could be used for under the superseded planning scheme.
Local Government's Chief Executive Officer	32(3)	Power to give the affected owner: <ul style="list-style-type: none"> a) notice of intention to resume; b) a notice that states the local governments decision and the amount of compensation to be paid and then affected owners appeal rights.

Part 5 - Designation of premises for development of infrastructure

Entity power given to	Section of PA	Description
Designator	35(1)	Power to identify premises for the development of 1 or more types of infrastructure that are prescribed by regulation.
Designator	35(2)	Power to include designation requirements about any of the matter contained in 35(2)(a)-(c).
Designator	36(1)(a)	Power to be satisfied that the infrastructure will satisfy statutory requirements, or budgetary commitments, for the supply of the infrastructure.
Designator	36(1)(b)	Power to be satisfied that there is or will be a need for the efficient and timely supply of the infrastructure.
Local Government	36(7)(e)	Power to make submission to a Designator in relation to making or amending a designation.
Local Government	37(8)	Power to follow the process in the designation process rules before making or amending a designation.
Designator	38(1)	Power to:- <ul style="list-style-type: none"> a) consider properly made submissions, b) decide to make or amend a designation; and c) publish a gazette notice.
Designator	39(2)	Power to extend the duration of a designation, for up to 6 years, by publishing a gazette notice about the extension before the designation stops having effect.
Public Sector Entity	39(4)	Power to discontinue proceedings to resume designated premises.
Designator	40(1)	Power to repeal a designation by publishing a gazette notice that states— <ul style="list-style-type: none"> a) that the designation is repealed; and b) a description of the designated premises; and c) the type of infrastructure for which the premises were designated; and d) the reasons for the repeal.
Designator	41(4)	Power to: <ul style="list-style-type: none"> a) repeal the designation; b) decide to refuse the request; and c) decide to take other action that designator considers appropriate in the circumstances.
Designator	41(5)	Power to give a decision notice.
Local Government	42(2)	Power to include a note about the making amendment extension or appeal in the planning scheme.
Local	42(4)	Power to include a note the planning scheme in a way that ensures the other provisions of the scheme that apply to the designated premises remain.

Government		effective
------------	--	-----------

CHAPTER 3 – DEVELOPMENT ASSESSMENT

Part 1 - Types of development and assessment

Entity power given to	Section of PA	Description
Local Government	46(2)(a)	Power to give an exemption certificate for a development.
Local Government	46(3)(a)	Power to seek agreement from referral agencies about the giving of an exemption certificate.

Part 2 - Development applications

Division 2 – Making or changing applications

Entity power given to	Section of PA	Description
Owner	51(2)	Power to give owner's consent
Assessment Manager	51(4)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(i).
Assessment Manager	51(4)(d)	Power to accept an application that does not comply with subsection (1)(b)(ii) to the extent the required fee has been waived under section 109(b).
Assessment Manager	53(3)	Power to assess and decide a development application even if some of the requirements of the development assessment rules about the notice have not been complied with, if the assessment manager considers any noncompliance has not— <ul style="list-style-type: none"> (a) adversely affected the public's awareness of the existence and nature of the application, or (b) restricted the public's opportunity to make properly made submissions about the application.
Assessment Manager	53(4)(a)	Power to consider submissions about a development application.
Assessment Manager	53(10)	Power to give notice on behalf of an applicant to a referral agency for a fee.

Part 3 - Assessing and deciding development applications

Division 1 – Referral agency's assessment

Entity power given to	Section of PA	Description
Assessment Manager	54(5)	Power to give a copy of a development application on behalf of an applicant to a referral agency for a fee.

Division 2 – Assessment manager's decision

Entity power given to	Section of PA	Description
Assessment Manager	60(2)(b)	Power to decide to approve the application even if the development does not comply with some of the assessment benchmarks.

Assessment Manager	60(2)(c)	Power to impose development conditions on an approval.
Assessment Manager	60(2)(d)	To the extent the development does not comply with some or all the assessment benchmarks, power to decide to refuse the application only if compliance cannot be achieved by imposing development conditions.
Assessment Manager	60(3)(a)	Power to decide to approve all or part of the application
Assessment Manager	60(3)(b)	Power to decide to approve all or part of the application, but impose development conditions on the approval.
Assessment Manager	60(3)(c)	Power to decide to refuse the application.
Assessment Manager	60(5)	Power to give a preliminary approval for all or part of the development application, even though the development application sought a development permit.
Assessment Manager	61(3)(a)(i)	Power to decide to approve all or some of the variations sought.
Assessment Manager	61(3)(a)(ii)	Power to decide to approve different variations from those sought.
Assessment Manager	61(3)(b)	Power to decide to refuse the variation orders sought.
Assessment Manager	63(1)	Power to give a decision notice.
Assessment Manager	63(4)	Power to publish a notice about the decision on the assessment managers website.
Assessment Manager	64(6)(a)	Power to give an applicant a decision notice which approves the application.
Assessment Manager	64(6)(b)	Power to give an applicant a decision notice which approves the application subject to development conditions.

Division 3 – Development conditions

Entity power given to	Section of PA	Description
Assessment Manager/ Referral Agency	67	Power to make an agreement with an applicant to establish the responsibilities, or secure the performance, of a party to the agreement about a development condition.

Part 5 - Development Approvals

Division 2 – Changing development approvals

Subdivision 1 – Changes during appeal period

Entity power given to	Section of PA	Description
Assessment Manager	75(4)(b)(ii)	Power to provide an applicant with a notice that they do not agree with the change representations.
Assessment Manager	75(4)(b)(iii)	Power to agree with an applicant to a longer period to make change representations.
Assessment Manager	76(1)	Power to assess change representations against and having regard to the matters that must be considered when assessing a development application to

		the extent those matters are relevant.
Assessment Manager	76(2)	Power to give a negotiated decision notice.
Local Government	76(6)	Power to give a replacement infrastructure charges notice to an applicant.

Subdivision 2 – Changes after appeal period

Entity power given to	Section of PA	Description
Assessment Manager	78(3)(c)	Power to consider a change application.
Responsible Entity	79(2)(a)	Power to be satisfied that an application complies with subsection (1).
Assessment Manager	79(2)(b)	Power to be satisfied the application complies with subsection (1)(b)(iii).
Responsible Entity	79(2)(c)	Power to accept an application that does not comply with subsection (1)(a) or (b)(ii).
Responsible Entity	79(2)(d)	Power to accept an application that does not comply with subsection (1)(b)(i) to the extent the required fee has been waived under section 109(b).
Affected Entity	80(3)	Power to give the person who proposes to make the change application a notice (a pre-request response notice) that states— (a) whether the affected entity objects to the change; and (a) the reasons for any objection.
Affected Entity	80(5)(a)	Power to give a responsible entity and the applicant a response notice that states that the affected entity has no objection to the change.
Affected Entity	80(5)(b)	Power to give a responsible entity and the applicant a response notice that states that the affected entity objects to the change and the reasons for objection.
Responsible Entity	81(3)(a)	Power to assess against, or have regard to, the matters that applied when the development application was made.
Responsible Entity	81(3)(b)	Power to assess against, or have regard to, the matters that applied when the change application was made.
Responsible Entity	81(4)(a)	Power to make the change, with or without imposing development conditions, or amending development conditions, relating to the change.
Responsible Entity	81(4)(b)	Power to refuse to make the change.
Responsible Entity	81(7)	Power to agree with applicant to an extension for a minor change application.

Subdivision 3 – Notice of Decision

Entity power given to	Section of PA	Description
Responsible Entity	83(1)	Power to give a decision notice.

Division 3 – Cancelling development approvals

Entity power given to	Section of PA	Description
Assessment Manager	84(4)	Power to cancel the development approval and give notice of the cancellation.

Division 4 – Lapsing of and extending development approvals

Entity power given to	Section of PA	Description
Assessment Manager	86(3)(a)	Power to be satisfied that an application complies with subsection (2).
Assessment Manager	86(3)(b)	Power to be satisfied that an application complies with subsection (2)(b)(ii) before an application can be accepted.
Assessment Manager	86(3)(c)	Power to accept an application that does not comply with subsection (2)(a).
Assessment Manager	86(3)(d)	Power to accept an application that does not comply with subsection (2)(b)(i) to the extent the required fee has been waived under section 109(b).
Assessment Manager	87(1)	Power to consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application.
Assessment Manager	87(2)(a)	Power to decide whether to give or refuse the extension sought.
Assessment Manager	87(2)(b)	Power to decide extend the currency period for a period that is different from the extension sought.
Assessment Manager	87(3)	Power to agree to extend the 20 business day period.
Assessment Manager	88(3)	Power to any use security paid under a condition stated in section 65(2)(e) in the approval or agreement under section 67.

Division 5 – Noting development approvals on planning schemes

Entity power given to	Section of PA	Description
Local Government	89(1)(a)	Power to consider whether a development approval is substantially inconsistent with its planning scheme.
Local Government	89(1)(b)	Power to give a variation approval.

Part 6 - Minister's powers**Division 3 – Minister's call in**

Entity power given to	Section of PA	Description
Person	102(2)	Power to make representations about the proposed calling notice.
Decision-maker	105(3)	Power to provide Minister with reasonable help.

Part 7 - Miscellaneous

Entity power given to	Section of PA	Description
Assessment Manager or Referral Agency or Responsible Entity	109(a)	Power to refund all or part of a required fee
Assessment Manager or Referral Agency or Responsible Entity	109(b)	Power to waive all or part of a required fee, in the circumstances prescribed by regulation.

CHAPTER 4 – INFRASTRUCTURE**Part 2 - Provisions for Local Governments****Division 2 – Changes for trunk infrastructure****Subdivision 2 – Charges resolutions**

Entity power given to	Section of PA	Description
Participating Local Government for a distribution-retailer	115(2)	Power to enter into an agreement (a breakup agreement) about the charges breakup.

Subdivision 3 – Levying charges

Entity power given to	Section of PA	Description
Local Government	119(2)	Power to give an infrastructure charges notices.
Local Government	119(6)	Power to give an applicant an amended infrastructure charges notice

Subdivision 4 – Payment

Entity power given to	Section of PA	Description
Local Government	123(1)(a)	Power to make an agreement with recipient of an infrastructure charges notice about whether the levied charge under the notice may be paid other than as required under section 122 including whether the charge may be paid by instalments.
Local Government	123(1)(b)	Power to make an agreement with recipient of an infrastructure charges notice about whether infrastructure may be provided instead of paying all or part of the levied charge.

Subdivision 5 – Changing charges during relevant appeal period

Entity power given to	Section of PA	Description
Local Government	125(2)	Power to consider representations.
Local Government	125(3)	Power to give a negotiated notice to the recipient.

Subdivision 2 – Changing charges during relevant appeal period

Entity power given to	Section of PA	Description
Local Government	131(2)	Power to agree to an alternative payment time.
Local Government	135(3)	Power to make an agreement with a payer in relation to a refund.

Division 4 – Miscellaneous provisions about trunk infrastructure**Subdivision 1 – Conversion of particular non-trunk infrastructure before construction starts**

Entity power given to	Section of PA	Description
Local Government	140(1)	Power to consider and decide the conversion application.
Local Government	140(3)	Power to give the applicant a notice requiring the applicant to give information that the local government reasonably needs to make the decision.
Local Government	142(3)	Power to amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure.

Subdivision 2 – Other Provisions

Local Government	144(2)	Power to make an agreement with an applicant in relation to a levied charge.
------------------	--------	--

Part 3 - Provisions for State infrastructure providers

Entity power given to	Section of PA	Description
Local Government	149(2)(b)	Power to agree with the state infrastructure provider and the person who provided the replacement infrastructure about when the amount of the levy charge will be paid.

Part 4 - Infrastructure agreements

Entity power given to	Section of PA	Description
Public Sector Entity	151(2)	Power to tell the entity making the proposal if the recipient agrees into entering into a negotiations for an infrastructure agreement.
Public Sector Entity	158(1)(a)	Power to enter into an agreement with a person about providing or funding infrastructure.

Public Sector Entity	158(1)(b)	Power to enter into an agreement with a person about refunding payments made towards the cost of providing or funding infrastructure
----------------------	-----------	--

CHAPTER 5 – OFFENCES AND ENFORCEMENT

Part 3 - Enforcement notices

Entity power given to	Section of PA	Description
Enforcement authority	167(1)(a)	Power to form reasonable belief that a person has committed, or is committing, a development offence.
Enforcement Authority	167(1)(b)	Power to consider giving an enforcement notice for an offence to a person.
Enforcement Authority	167(2)	Power to give show cause notice.
Enforcement Authority	167(4)	Power to give an enforcement notice to a person if it still considers it appropriate to do so.
Enforcement Authority	167(5)(b)	Power to form reasonable belief that it is not appropriate in the circumstances to give the show cause notice
Enforcement Authority	168(1)	Power to form reasonable belief a person has committed, or is committing, a development offence, and give an enforcement notice to— (a) the person; and (b) if the offence involves premises and the person is not the owner of the premises—the owner of the premises.
Enforcement Authority	168(4)(a)	Power to form a reasonable belief that it is not possible or practical to take steps to make the development accepted development.
Enforcement Authority	168(4)(b)	Power to form a reasonable belief that it is not possible or practical to take steps to make the works comply with a development approval.
Enforcement Authority	168(4)(c)	Power to form a reasonable belief that the works are dangerous
Enforcement Authority	169(2)(a)	Power to consult with a private certifier about the giving of a notice.
Enforcement Authority	169(3)	Power to form a reasonable belief the works for which the enforcement notice is to be given are dangerous.
Enforcement Authority	169(5)	Power to carry out consultation in the way the enforcement authority considers appropriate.

Part 4 - Offence proceedings in Magistrates Court

Entity power given to	Section of PA	Description
Person	174(1)	Power to bring offence proceedings.
Representative Person	175(1)(a)	Power to bring offence proceedings by consent for proceedings brought on behalf of a body of persons or a corporation.
Representative Person	175(1)(b)	Power to bring offence proceedings by consent for proceedings brought on behalf of an individual.
Enforcement Authority	176(10)(a)	Power to take action required under an order.
Enforcement	176(10)(b)	Power to recover the reasonable cost of taking the action as a debt owing to

Authority		the authority from the defendant.
Enforcement Authority	178(1)(b)	Power to apply to a Magistrate for an order for the payment of expenses.

Part 5 - Enforcement orders in P&E Court

Entity power given to	Section of PA	Description
Person	180(1)	Power to start proceedings in the P&E Court for an enforcement order.
Person	180(11)	Power to apply to the P&E Court for a compliance order.
Enforcement authority	180(13)(b)	Power to take action required under an order.
Enforcement Authority	180(13)(b)	Power to recover the reasonable cost of taking the action as a debt owing to the authority from the defendant.
Person	181(4)	Power to apply to the P&E Court to cancel or change an enforcement order or interim enforcement order.

CHAPTER 6 – DISPUTE RESOLUTION

Part 1 - Appeal rights

Entity power given to	Section of PA	Description
Appellant	229(2)	Power to start an appeal within the appeal period.
Assessment Manager	229(5)	Power to apply to the tribunal of the P&E court to withdraw from the appeal if an appeal is only about a referral agencies response.

Division 2 – Applications for declaration

Entity power given to	Section of PA	Description
Person	239(1)	Power to start proceedings for a declaration by a tribunal by filing an application, in the approved form, with the registrar.
Assessment Manager	240(1)	Power to start proceedings for a declaration about whether a development application is properly made.
Responsible Entity	241(2)	Power to start proceedings for a declaration about whether the proposed change to the approval is a minor change.

CHAPTER 7 – MISCELLANEOUS

Part 2 - Taking or purchasing land for planning purposes

Entity power given to	Section of PA	Description
Local Government	263(1)(a)	Power to consider that taking or purchasing land would help to achieve the outcomes stated in a local planning instrument.
Local Government	263(1)(b)(i)	Power to be satisfied that the development would create a need to construct infrastructure on land or to carry drainage over land.
Local	263(1)(b)	Power to be satisfied that a person with the benefit of the approval has taken

Government	(ii)	reasonable steps to get the agreement of the owner of the land to actions that would facilitate the construction or carriage, but has not been able to get the agreement.
Local Government	263(1)(b) (iii)	Power to be satisfied that action is necessary for the development.

CHAPTER 8 – TRANSITIONAL PROVISIONS AND REPEAL**Part 1 - Transitional provisions for the repeal of Sustainable Planning Act 2009****Division 3 – Planning**

Entity power given to	Section of PA	Description
Local Government	293(5)	Power to make an amendment of a type mentioned in subsection (1) by following the process set out in the rules.

Division 5 – Infrastructure

Entity power given to	Section of PA	Description
Local Government	304(4)(a)	Power to adopt charges under section 113.
Local Government	304(4)(b)	Power to give an infrastructure charges notice under section 119.
Local Government	304(4)(c)	Power to impose conditions about trunk infrastructure under section 128 or 130.

Division 6 – Enforcement and dispute resolution

Entity power given to	Section of PA	Description
Person	312	Power to bring a proceeding under the section of the old Act stated in column 2, after the commencement, whether the matter happened before or after the commencement.

Division 7 – Miscellaneous

Entity power given to	Section of PA	Description
Local Government	314(6)	Power to apply funds received under a funding agreement to fulfil the local government's responsibilities under subsections (3) or (4), as required by the local government's policy under the unamended old Act, section 143(2).

Schedule 2

Limitations to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2017 07 01 - PLAA - Delegation Instrument - South Burnett]

Financial and Resource Implications

Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

Link to Corporate/Operational Plan

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services and Manager Planning and Land Management and Governance Section have been consulted in regards to the delegation of powers under the new *Planning Act 2016*.

Legal Implications (Statutory Basis, Legal Risks)

No direct legal implications arise from this report

Policy/Local Law/Delegation Implications

Council's Employee Code of Conduct requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

Asset Management Implications

No direct asset management implications arise from this report.

4.2.2 G - 2333067 - Contract to purchase the Ergon Building and Freehold Land

Document Information

IR No 2333067

Author Chief Executive Officer

Date 31 May 2017

Précis

Contract to purchase the Ergon Building and Freehold Land

Summary

At the Council Meeting held on the 15 March 2017 Council considered a Notice to Rescind a resolution adopted at the Council's ordinary meeting held on the 16th February 2017 regarding the purchase of the Ergon Energy building and freehold land in Haly Street, Kingaroy. At the March meeting Council agreed to rescind the previous motion and also adopted the following resolution:

“That the matter of the purchase of the Ergon Building and vacant land lay on the table until the May general meeting to enable further information regarding the operation efficiencies and a financial analysis to be provided to Councillors.”

In the course of preparation of the 2017/2018 budget Council discussed the financial implications of purchasing the above and in light of our budget position agreed not to proceed with the above purchase.

Officer's Recommendation

That Council not proceed with the purchase of the building and freehold land including Lot 8 on RP36987, Lot 1 on RP55126, Lot 3 on RP55126 and Lot 9 on RP67802 from the Ergon Energy Corporation Limited and they be advised accordingly.

Financial and Resource Implications

Some costs totalling approximately \$5,000 have been incurred to undertake a survey of the site, assessment of the building and some legal costs to prepare the contract etc.

Link to Corporate/Operational Plan

EXC1 Effective Financial Management

Communication/Consultation (Internal/External)

Councillors and Council staff have investigated and discussed the benefits and disadvantages of purchase the building and land

Legal Implications (Statutory Basis, Legal Risks)

There are no legal implications with the decision to not purchase the building

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

Nil

4.2.3 G - 2365953 - South Burnett Regional Council Operational Plan 2017/18

Document Information

IR No 2365953

Author Manager Social & Corporate Performance

**Endorsed
By** General Manager Corporate Services

Date 6 June 2017

Précis

South Burnett Regional Council Operational Plan 2017/18

Summary

Council is required to adopt an Operational Plan pursuant to Section 174(1) of the *Local Government Regulation 2012*, which states how Council will progress the implementation of the Corporate Plan 2014/18 during the 2017/18 financial year.

This year, in the development of the plan Council have taken an innovative and succinct approach for a local government whereby the most poignant and critical elements of the operational delivery for 2017/18 have been encompassed within the plan. This approach provides a more compact digestible document for our community to understand and monitor.

Officer's Recommendation

That in accordance with Section 174(1) of the *Local Government Regulation 2012* Council adopt the South Burnett Regional Council Operational Plan 2017/18.



Executive Services Operational Plan 2017/18

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

Officer Responsible: Chief Executive Officer

Responsibilities: Executive Services, Strategy Planning, Council Operations Management, Human Resource Management, Workplace Health and Safety, Economic Development, Tourism and oversight of organisational operational matters.

DEPARTMENT: EXECUTIVE SERVICES

Mission: To effectively plan, manage and deliver Council services and regulatory responsibilities to and on behalf of the organisation

Significant activities				
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level	
Strengthen, maintain and actively contribute to the Wide Bay Burnett Regional Organisations of Council advocating Council's strategic and operational position on key issues Meeting with Ministers half yearly as part of WBBROC	Effective advocacy and strategic partnerships	Internal & External Stakeholders	Inform Consult Involve	
Develop a strategic human resource management plan by 30 December 2018	A skilled and sustainable workforce	Internal & External Stakeholders	Inform Consult Involve	
New safety management system implemented and first review undertaken by 30 June 2018 Delivery of the Enforceable Undertaking to comply with the regulator's timeframes as described	Continue to promote a 'safety first' environment	Internal & External Stakeholders	Inform Consult Involve	
Implement the South Burnett Economic Development Strategy	Continue to implement the Economic Development Strategy	Internal & External Stakeholders	Inform Consult Involve	
Implement the South Burnett Tourism Strategy	Continue to promote the South Burnett as a premier tourist destination	Internal & External Stakeholders	Inform Consult Involve	
Continuation of the hospital board foundation fundraising and ongoing monitoring of the operations related to the South Burnett Day Hospital completing the existing contract	Provide & maintain appropriate infrastructure to meet community needs	Internal & External Stakeholders	Inform Consult Involve	



SOUTH BURNETT
REGIONAL COUNCIL

Corporate Services Operational Plan 2017/18

- Mission:** To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.
- Officer Responsible:** General Manager Corporate Services
- Responsibilities:** Department Management, Environment and Waste, Libraries, Natural Resource Management and Parks and Gardens, Planning and Land Management, Social and Corporate Performance.



DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant activities				
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level	
Development of the Corporate Plan 2018-2023 by 30 June 2018	An informed and engaged community	Internal and External Stakeholders	Inform Consult Involve	
Grants, capital works and maintenance programs 2017/18 delivered on time and within budget by 30 June 2018	Infrastructure that meets the communities needs	Internal and External Stakeholders	Inform Consult	
Operational Plan 2017/18 quarterly reviews adopted by Council Delivery of the Annual Report 2016/17 by 30 November 2017	Ethical, accountable and transparent decision making	Internal and External Stakeholders	Inform Consult Involve	
Operational Risk Registers and Treatment Plans developed by 31 October 2017 Operational Risk Registers and Treatment Plans reviewed 6 monthly on schedule as at 30 June 2018 Fraud and Corruption Prevention Management Framework managed and compliant as at 30 June 2018 Internal Audit Plan activities and management of internal audit requirements completed as per schedule for 2017/18 by 30 June 2018	Effective financial and business management	Internal and External Stakeholders	Inform Consult Involve	
Develop organisational customer service standard	Quality customer service	Internal and External Stakeholders	Inform Consult Involve	
Deliver library services to the region pursuant to the Queensland State Library agreement	Building vibrant, healthy, supportive and inclusive communities	Internal and External Stakeholders	Inform Consult Involve	
Facilitate and support community development through effective implementation and delivery of the Community Grants Program	Encourage and support community organisations to enhance their sustainability	Internal and External Stakeholders	Inform Consult Involve	

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant activities			
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
Compliance with Council's Environmental Authority for Waste Disposal Provision of cost effective and environmentally responsible waste management services and facilities Collaboration with neighbouring regions in the Implementation of the Regional Waste Management Strategy	Environmentally responsible and efficient waste management	Internal and External Stakeholders	Inform Consult
Public health licence applications, routine inspections of licensed premises and complaint investigation management effectively managed and actioned	Manage identified public health and environmental issues in accordance with relevant legislation	Internal and External Stakeholders	Inform Consult
Effectively manage environmental authority registration applications, routine inspections of registered activities and environmental protection complaints	Our region's environment assets are promoted, protected and enhanced	Internal and External Stakeholders	Inform Consult
Regulation of Council's local laws	An active, safe and healthy community	Internal and External Stakeholders	Inform Consult
Local Laws reviewed as per local law review schedule 2018/20	Ethical, accountable and transparent decision-making	Internal and External Stakeholders	Inform Consult Involve
Assess development applications in a timely manner in accordance with the legislation in order to achieve long term sustainable development for the South Burnett Region	Balanced development that preserves and enhances our region	Internal and External Stakeholders	Inform Consult
Provide building, plumbing and drainage regulatory services to meet legislative requirements	An active, safe and healthy community	Internal and External Stakeholders	Inform Consult
Provide and maintain Council owned safe yard and cattle dips as per legislative requirements and review future operational arrangements	Council commercial facilities that meet the communities needs	Internal and External Stakeholders	Inform Consult
Provide and maintain Council owned aerodromes as per legislative requirements	Council commercial facilities that meet the communities needs	Internal and External Stakeholders	Inform Consult

DEPARTMENT: CORPORATE SERVICES

Mission: To support Council achieve sound governance, implement appropriate planning & regulatory controls and provide community services & facilities to meet the community's needs.

Significant activities			
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
Provide well planned and maintained open space, parks and rail trails network compliant with asset inspection and maintenance schedule Develop a South Burnett Sport & Recreation Strategy	Our Region's environment assets are promoted, protected and enhanced	Internal and External Stakeholders	Inform Consult Involve
Deliver regional cemetery and associated services that meet current and future burial and remembrance needs	Effective business management	Internal and External Stakeholders	Inform Consult



Finance Operational Plan 2017/18

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals

Officer Responsible: General Manager Finance

Responsibilities: Department Management, Property and Rating, Procurement and Stores, Financial Planning and Sustainability, Asset Management, Plant and Fleet Management.

DEPARTMENT: FINANCE

Mission: To provide excellent financial services and professional advice to enable our organisation to achieve its goals.

Significant activities				
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level	
2018/19 Annual budget is prepared and adopted by Council by 30 June 2018 Quarterly budget reviews of 2017/18 budget are provided to Council no later than, October, February, April and June Unqualified Audit Certificate from Queensland Audit Office Maintain debt recovery processes	Effective financial management	Internal and External Stakeholders	Inform Consult Involve	
Develop a business continuity plan for the organisation by 30 December 2018	An organisation that is characterised by elective leadership, responsible management and quality service delivery	Internal Stakeholders	Inform Consult Involve	
CapEx Budget 2017/18 prepared and adopted by Council within statutory and organisational timeframes Asset Management Plans, Register and Valuations up to date as 30 June 2018 10 year capital works plan prepared for future budget considerations by January annually	Infrastructure that meets our community needs			
Grants, capital works and maintenance program 2017/18 delivered on time and within budget by 30 June 2018 Develop a scheduled asset maintenance plan for Properties Branch by 30 June 2018 Plant and Fleet maintenance schedules maintained to optimise utilisation	Infrastructure that meets our community needs	Internal and External Stakeholders	Inform Consult Involve	



Infrastructure Operational Plan 2017/18

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service

Officer Responsible: General Manager Infrastructure

Responsibilities: Department Management, Design & Technical Services, Roads & Drainage Water & Wastewater

DEPARTMENT: INFRASTRUCTURE

Mission: The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles and adopted levels of service.

Significant activities			
Key Performance Indicator	Link to Corporate Plan	Customers	Engagement Level
Quality Management System and ISO9001 certification maintained	Effective business management of infrastructure that meets our communities needs	Internal and External Stakeholders	Inform Consult
Specific actions to be listed efficiency audits	Effective business management of infrastructure that meets our communities needs	Internal and External Stakeholders	Inform Consult
To deliver quality and reliable water and wastewater services that meet the customer service standards Compliance with treatment plant licence conditions, dam safety, public health requirements with statutory timeframes for reporting achieved	Effective business management of infrastructure that meets our communities needs	Internal and External Stakeholders	Inform Consult
Grants, Capital works, General works and maintenance programs 2017/18 delivered on time and within budget by 30 June 2018 Maintain asset management plans for all infrastructure assets State controlled road network on behalf of Department of Transport & Main Roads - Completion of works to specification and in accordance with the Road Maintenance Performance Contract and Transport Infrastructure Contracts	The provision of quality services and infrastructure for our growing community that is planned, provided and managed on sound asset management principles	Internal and External Stakeholders	Inform Consult
National Association of Testing Authorities certification maintained for the Materials Laboratory Commence NATA certification of physical water tests at Kingaroy Water Laboratory Tests analysed and reports provided within required timeframes	Effective Business Management	Internal and External Stakeholders	Inform Consult
Coordinate Local Disaster Management and Recovery as required by legislation and local plans within the resources available providing the Local Disaster Coordinator from within the team	Work towards a community being prepared and resilient to natural and man-made disasters	Internal and External Stakeholders	Inform Consult Involve

Financial and Resource Implications

The Operational Plan 2017/18 has been developed and aligned with the proposed budget for 2017/18.

Link to Corporate/Operational Plan

The Operational Plan details direct linkages to the Corporate Plan such as:

- EC1 An informed and engaged community
- EXC2 Effective business management
- EXC4 Ethical, accountable and transparent decision-making
- EXC5 Effective advocacy and strategic partnerships
- EXC6 Quality customer service
- INF1 Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

The South Burnett Regional Council Operational Plan 2017/18 was prepared in consultation with the Senior Management Team and Council.

Legal Implications (Statutory Basis, Legal Risks)

An annual Operational Plan is a statutory requirement pursuant to Section 174(1) of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report other than that which will be addressed in Council's operating budget for 2017/18.

4.3 Economic Development (ED)

Officer's Report

No Report.

4.4 Communications (C)

Officer's Report

No Report.

4.5 Disaster Management

Officer's Report

4.5.1 DM - 2364176 - Seeking Council adopt the South Burnett Disaster Recovery Plan Version 2.0

Document Information

IR No 2364176

Author Manager – Social & Corporate Performance

**Endorsed
By** Chief Executive Officer

Date 6 June 2017

Précis

Seeking Council adopt the South Burnett Disaster Recovery Plan Version 2.0

Summary

Effective recovery after a disaster is vital to ensure the wellbeing of individuals and our community. It is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process that involves all aspects of society working together to return the community to normality and to improve aspects beyond previous conditions by enhancing social infrastructure, natural and built environments, and the economy.

The complexity and timeframes of recovery demand sound planning, effective coordination and above all, community involvement. This plan addresses these aspects and articulates how the South Burnett will undertake recovery operations after a disaster. In doing so this plan provides a framework for the management and coordination of recovery as well as guidance on the major considerations for recovery across the spectrum of Human/Social Recovery, Infrastructure Recovery, Economic Recovery and Environment Recovery.

This plan complements the South Burnett Local Disaster Management Plan and was first adopted by Council in February 2013.

Both Local Disaster Management and Recovery Plans are regularly tested and reviewed. Periodically a full revision of the plans is required.

Officer's Recommendation

That Council adopt the South Burnett Disaster Recovery Plan Version 2.0

South Burnett



Disaster Recovery Plan

A plan for recovery operations following a disaster in the
South Burnett local government area

Version 2.0



Acknowledgements

Portions of this document, particularly Part C of this plan, are wholly or partially derived from the Australian Government, Australian Emergency Management Institute–Community Recovery, Handbook 2, 2011. Tables and Figures used or derived from this publication are acknowledged throughout this plan. This acknowledgement recognises the use and derivation of material from the above reference throughout this plan. The support and information provided by Volunteering Queensland is also acknowledged.

Copyright

Permission to use the document and related graphics is granted provided that (1) the below copyright notice appears in all copies and that both the copyright notice and this permission notice appear, and (2) use of document and related graphics is for educational, informational and non-commercial or personal use only.

Disclaimer

The South Burnett Regional Council, in consultation with emergency management professionals and subject matter experts exercised care in the compilation and drafting of this publication, however, the document and related graphics could include technical inaccuracies or typographical errors and the information may not be appropriate to all situations.

Distribution and Amendment

This is a public document and is version controlled. The document controller is:

Local Recovery Coordinator
 South Burnett Regional Council

This plan is designed for electronic distribution. The latest version is available on the South Burnett Regional Council's website. Hard copies are available for viewing at Public Libraries and Council Offices. Council will provide a copy to any member of the public on request (printing costs as per Council's Fees and Charges, if applicable, will apply).

South Burnett Regional Council maintains a distribution register of organisations and agencies that require advice of any amendment to the Plan. South Burnett Regional Council will distribute newer versions of the plan to those on the distribution register.

Amendment Register

Version Number	Date	Detail of Amendment
1.0	2012	Initial Issue of Plan
2.0	2017	Review and reissue of Plan

Foreword

Effective recovery after a disaster is vital to ensure the wellbeing of individuals and our community. It is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. It is a complex social and developmental process that involves all aspects of society working together to return the community to normality and to improve aspects beyond previous conditions by enhancing social infrastructure, natural and built environments, and the economy.

The complexity and timeframes of recovery demand sound planning, effective coordination and above all, community involvement. This plan addresses these aspects and articulates how the South Burnett will undertake recovery operations after a disaster. In doing so this plan provides a framework for the management and coordination of recovery as well as guidance on the major considerations for recovery across the spectrum of Human/Social Recovery, Infrastructure Recovery, Economic Recovery and Environment Recovery.

Recovery is fundamentally a creative process requiring those involved to undertake complex community recovery needs analysis and to solve complex, inter-related issues in innovative ways. This plan strives to provide a foundation upon which this can occur. This plan complements the South Burnett Local Disaster Management Plan.

Approval

This plan provides for the effective recovery of the South Burnett Regional Council area following a disaster in accordance with the *Disaster Management Act, 2003* and relevant guidelines. It is endorsed by the Local Disaster Management Group and South Burnett Regional Council.

This plan is approved for distribution.

Mayor Keith Campbell

Chair
South Burnett Local Disaster Management Group

Date:

Table of Contents

FOREWORD	4
APPROVAL	4
TABLE OF CONTENTS	5
AUTHORITY	9
PURPOSE	9
OBJECTIVES	9
HOW TO USE THIS PLAN	9
MAINTENANCE OF THIS PLAN	9
PART A – PHILOSOPHY OF RECOVERY	10
1.0 INTRODUCTION	10
2.0 FOUR FUNCTIONS/PILLARS OF RECOVERY	11
3.0 RECOVERY PRINCIPLES	11
3.1 <i>Understanding the Context</i>	11
3.2 <i>Recognising Complexity</i>	12
3.3 <i>Using Community Led Approaches</i>	12
3.4 <i>Ensuring Coordination of all Activities</i>	12
3.5 <i>Employing Effective Communication</i>	12
3.6 <i>Acknowledging and Building capacity</i>	12
4.0 RE-ESTABLISHING RESILIENCE AS SOON AS POSSIBLE AFTER AN EVENT	12
5.0 POST DISASTER PSYCHOLOGY	13
6.0 LEVELS OF RECOVERY	13
6.1 <i>Immediate/Short Term Recovery (Relief)</i>	14
6.2 <i>Medium Term Recovery</i>	14
6.3 <i>Long Term Recovery</i>	15
7.0 SUMMARY	15
PART B – RECOVERY ARRANGEMENTS	17
8.0 RECOVERY IN THE SOUTH BURNETT CONTEXT	17
8.1 <i>Regional Profiles</i>	17
9.0 QUEENSLAND'S RECOVERY FRAMEWORK	17
9.1 <i>Authority for Recovery</i>	17
9.2 <i>Functional Lead Agencies (State level)</i>	17
9.3 <i>Establishment of a Statutory Authority by the State</i>	18
9.4 <i>Establishment of State Recovery Coordinators</i>	18
9.5 <i>State Recovery Group</i>	18
9.6 <i>Disaster District Role</i>	18
10.0 SOUTH BURNETT RECOVERY FRAMEWORK	19
10.1 <i>Recovery Concept of Operations</i>	19
10.2 <i>Local Recovery Coordinator</i>	20
10.3 <i>Local Recovery Group</i>	21
10.4 <i>Working Groups</i>	23
10.5 <i>Local Advisory Groups</i>	23
10.6 <i>Supporting Agencies</i>	23
11.0 GOVERNANCE ARRANGEMENTS	24
11.1 <i>Appointments</i>	24
11.2 <i>Meetings of the LRG and Working Groups</i>	24
11.3 <i>Records of Meetings</i>	24
11.4 <i>Reporting</i>	24
12.0 RECOVERY PREPAREDNESS	25
12.1 <i>Pre-engagement with the Community</i>	25
12.2 <i>Pre-engagement with Potential Advisory Groups</i>	25
12.3 <i>Training in Recovery Processes</i>	25
13.0 RECOVERY CONCEPTS OF OPERATION	25

13.1	Recovery Process	25
13.2	Activation	27
13.3	Activation Process and Transition between Levels	27
13.4	Transitioning from immediate/short term (relief) to medium level recovery	29
13.5	Transitioning to Long Term Recovery	30
13.6	Community Needs Analysis	30
13.6.1	Format / Process for Community Needs Analysis	31
13.6.2	Undertaking Needs Analysis by Sector	31
13.7	Establish Recovery Framework	32
13.8	The Recovery Operational Plan	32
13.8.1	Planning Recovery Exit Strategies	34
13.9	Action Plans	34
14.0	COMMUNITY ENGAGEMENT STRATEGIES	34
14.1	Local Advisory Groups	34
14.2	Public Forums/Community Meetings	35
15.0	TRAINING AND EXERCISING	35
15.1	Training	35
15.2	Exercising	35
16.0	FINANCING RECOVERY	36
16.1	Natural Disaster Relief and Recovery Arrangements (NDRRA)	36
16.2	Category A and B Arrangements	36
16.3	Category C Arrangements	37
16.3.1	Community Recovery Fund	37
16.3.2	Recovery Grants for Small Businesses	37
16.3.3	Recovery Grants for Primary Producers	37
16.4	Category D Arrangements	38
16.5	How to Apply for Category C or D Funding	38
16.6	Other Funding Options for Recovery	39
17.0	OTHER PAYMENTS TO DISASTER AFFECTED INDIVIDUALS	39
17.1	Australian Government Disaster Recovery Payment	39
17.2	Disaster Income Recovery Subsidy Payment (DIRS)	40
18.0	COORDINATION OF DONATIONS AND OFFERS OF ASSISTANCE	40
19.0	RECOVERY CENTRES AND OUTREACH SERVICES	41
20.0	DEBRIEF, REVIEW AND EVALUATION	41
20.1	Periodic Debriefs	42
20.2	Final Debrief	42
20.3	Debrief Framework	42
20.4	Debrief Reports	43
PART C – RECOVERY ACTIVITIES		44
21.0	INTRODUCTION	44
22.0	RECOVERY PROJECT CYCLE	44
HUMAN/SOCIAL RECOVERY ACTIVITIES		45
23.0	PRINCIPLES OF EFFECTIVE SOCIAL RECOVERY	45
24.0	CATEGORIES OF HUMAN/SOCIAL RECOVERY	46
24.1	Safety and Security	46
24.2	Shelter	46
24.3	Emergency and Short Term Accommodation	46
24.4	Interim/Medium term accommodation	47
24.5	Other Considerations for Recovery Accommodation	47
24.6	Health	48
24.7	Psychosocial Support	48
24.8	Psychological First Aid	49
24.9	Personal Support Services	50
24.10	Practical Assistance as a Component of Personal Support Services	50

24.11	<i>Designing Individual and Household Psychosocial Support Programs</i>	51
25.0	COMMUNITY DEVELOPMENT ACTIVITIES/PROJECTS	51
25.1	<i>Managing Volunteers and Donated Goods</i>	52
25.2	<i>Groups with Special Needs</i>	52
25.3	<i>Children and Young People</i>	53
25.4	<i>Culturally and Linguistically Diverse Communities</i>	53
25.5	<i>Aged</i>	54
25.6	<i>Support for the Bereaved</i>	54
25.7	<i>People temporarily separated from, or have lost, their companion animals</i>	54
25.8	<i>Cultural and Spiritual Factors</i>	55
26.0	COMMUNITY DEVELOPMENT OFFICERS	55
INFRASTRUCTURE RECOVERY		57
27.0	INTRODUCTION	57
28.0	CATEGORIES OF INFRASTRUCTURE RECOVERY	57
29.0	ESSENTIAL SERVICES	57
29.1	<i>Communications Network/Systems</i>	57
29.2	<i>Energy Supplies</i>	58
29.3	<i>Water Supply, Treatment and Sewage</i>	58
29.4	<i>Transport Networks</i>	58
29.5	<i>Food Production and Food/Merchandise Distribution</i>	58
29.6	<i>Health and Community Service Sector</i>	59
29.7	<i>Sanitation (liquid and solid waste disposal)</i>	59
29.8	<i>Security</i>	59
30.0	RURAL INFRASTRUCTURE	60
31.0	RESIDENTIAL INFRASTRUCTURE	60
32.0	COMMERCIAL / INDUSTRIAL INFRASTRUCTURE	60
33.0	PUBLIC BUILDINGS AND ASSET INFRASTRUCTURE	61
34.0	INFRASTRUCTURE RECOVERY PLANNING	61
35.0	STAGES/KEY PROCESSES IN INFRASTRUCTURE RECOVERY	61
36.0	INFRASTRUCTURE NEEDS ASSESSMENT	62
37.0	RECONSTRUCTION	63
37.1	<i>Planning for reconstruction</i>	63
37.2	<i>Approvals and Planning</i>	63
38.0	IMPLEMENTING RECONSTRUCTION	64
39.0	OTHER CONSIDERATIONS	64
39.1	<i>Make Safe</i>	64
39.2	<i>Clean Up</i>	65
ECONOMIC RECOVERY		67
40.0	INTRODUCTION	67
41.0	CATEGORIES OF ECONOMIC IMPACTS AFTER DISASTER	67
42.0	ECONOMIC IMPACT ASSESSMENT AND NEEDS ANALYSIS	67
42.1	<i>Measuring Economic Impact</i>	67
42.2	<i>Economic Impact versus Financial Impact</i>	68
42.3	<i>Tangible versus Intangible Impacts</i>	68
42.4	<i>Direct/Indirect impacts on Sectors</i>	68
43.0	GUIDELINES FOR ECONOMIC RECOVERY	69
44.0	ECONOMIC RECOVERY - MANAGEMENT STRATEGIES	70
45.0	ECONOMIC RECOVERY - SERVICE DELIVERY STRATEGIES	70
46.0	ECONOMIC RECOVERY - ENABLING INITIATIVES	71
47.0	FINANCIAL SERVICES	71
48.0	FINANCIAL ASSISTANCE—PUBLIC APPEAL FUNDS	72
49.0	FINANCIAL ASSISTANCE—INSURANCE	72
49.1	<i>Insurance Council of Australia</i>	73
49.2	<i>The Australian Taxation Office</i>	73

50.0	PUBLIC-PRIVATE PARTNERSHIPS	73
51.0	STEPS TO ECONOMIC RECOVERY	74
	<i>Step 1: Conduct post-disaster economic and financial impact studies</i>	<i>74</i>
	<i>Step 2: Initiate a post-disaster economic recovery assessment and planning process</i>	<i>75</i>
	<i>Step 2a: Identify the roles and responsibilities of all economic recovery stakeholders</i>	<i>75</i>
	<i>Step 2b: Establish Local Advisory Groups to gather relevant data and information</i>	<i>75</i>
	<i>Step 2c: Produce a complete economic analysis (including financial assessments)</i>	<i>76</i>
	<i>Step 3: Fully assess the situation on the ground</i>	<i>76</i>
	<i>Step 4: Create an Action plan outlining strategies, programs and activities to be undertaken to achieve economic recovery</i>	<i>76</i>
	<i>Step 4a: Coordinate the action plan with the development of an effective communications strategy</i>	<i>77</i>
52.0	CHECKLIST	77
ENVIRONMENT RECOVERY		78
53.0	INTRODUCTION	78
54.0	COMPONENTS OF ENVIRONMENT RECOVERY	78
55.0	ENVIRONMENT IMPACT ASSESSMENT AND NEEDS ANALYSIS	80
56.0	INTERACTION WITH THE OTHER PILLARS OF RECOVERY	80
57.0	PRINCIPLES OF ECOLOGICALLY SUSTAINABLE DEVELOPMENT (IN RECOVERY)	80
58.0	USING AN ENVIRONMENTAL RISK MANAGEMENT APPROACH	81
	<i>Establish the context for recovery of the environment</i>	<i>81</i>
	<i>Identify environmental risks</i>	<i>82</i>
	<i>Analyse environmental risks</i>	<i>83</i>
	<i>Evaluate environmental risks</i>	<i>83</i>
	<i>Treat environmental risks</i>	<i>83</i>
	<i>Monitor and review</i>	<i>83</i>
	<i>Communicate and consult</i>	<i>84</i>
	Appendix 1 Phases individuals and communities might experience post-disaster	90
	Appendix 2 South Burnett Human/Social Profile	91
	Appendix 3 South Burnett Economic Profile	92
	Appendix 4 South Burnett Infrastructure Profile	93
	Appendix 5 South Burnett Environmental Profile	94
	Appendix 6 Terms of Reference Local Recovery Group	95
	Appendix 7 Generic Terms of Reference for each Working Group	98
	Appendix 8 Possible Local Advisory Groups	106
	Appendix 9 Portfolios & Agencies with Recovery Functions	108
	Appendix 10 Example format of a Recovery / Action Operational Plan	119
	Appendix 11 Example format for Recovery/Action Plan	121
	Appendix 12 List of Additional Recovery Centres	122
	Appendix 13 Checklist—Human/Social Recovery	123
	Appendix 14 Stages/key process elements Infrastructure Recovery	125
	Appendix 15 Checklist for Infrastructure Recovery	131
	Appendix 16 Checklist Economic Recovery	134
	Appendix 17 Environment Risk Management Approach	136
	Appendix 18 Checklist Environmental Recovery	137
	Appendix 19 Guide to Managing Volunteers	139
	Attachment 1 to Appendix 19 Terms of Reference – Volunteer Coordinator	144
	Attachment 2 to Appendix 19 Insurance – Organisations involving Volunteers	145
	Checklist 1 Pre-event recovery planning	147
	Checklist 2 Undertake Community Recovery Management/Coordination	148
	Checklist 3 Recovery Management/Operational Considerations	151
	Checklist 4 Outreach	153
	Checklist 5 - Evacuation/Emergency Relief Centre	154
	Checklist 6 Recovery Centre	156
	Checklist 7 Managing People	158
	Checklist 8 Community Recovery Evaluation	160

Authority

This plan is prepared under the authority of the *Queensland Disaster Management Act 2003* as an operational plan within the suite of disaster management documents which comprise the South Burnett Regional Council's 'Local Disaster Management Plan'.

Purpose

The purpose of this plan is to provide guidance and direction on the preparation for and conduct of Disaster Recovery Operations in the South Burnett Regional Council area.

Objectives

The objectives of this plan are to:

- Describe the South Burnett philosophy for recovery.
- Outline the South Burnett recovery frameworks and management processes.
- Ensure community participation in the recovery process.
- Provide guidance on appropriate recovery measures and activities.

How to use this plan

This plan is provided in three parts:

- Part A – Philosophy of recovery which describes the principles and nature of recovery to provide a foundation for the remainder of the plan.
- Part B – Recovery arrangements which provides detail on the frameworks and management of the recovery effort, and
- Part C – Recovery activities which provides guidance on how to conduct recovery across the four pillars of recovery along with the activities that may be undertaken after a disaster event.

Maintenance of this plan

This plan is maintained by the Local Recovery Coordinator. It is to be reviewed annually, or after activation of recovery processes following an event, to ensure it remains current and relevant. Any proposed changes to this plan should be provided to:

- Local Recovery Coordinator
South Burnett Regional Council

PART A – Philosophy of Recovery

1.0 Introduction

The need for recovery may arise from a range of events, including natural and technological disasters, major incidents, major health emergencies and animal and plant diseases. Recovery begins shortly after the response phase has begun. When there is no further requirement for response activities, the disaster management process continues into the management of recovery.

Disaster recovery is:

'the coordinated process of supporting affected individuals and communities in the reconstruction of physical infrastructure, restoration of the economy and environment, and support for the emotional, social and physical wellbeing of those affected.' (Queensland Recovery Plan)

Recovery is fundamental to good disaster management. Figure 1 depicts this in the inter-relationship between the four elements of the comprehensive approach to disaster management, - prevention, preparedness, response and recovery.



Figure 1 – Interaction between prevention, preparedness, response and recovery
(AEMI Community Recovery Handbook, Handbook 2)

Any event that requires significant recovery also provides opportunities to make communities more resilient for future events. Recovery should be viewed as an opportunity to enhance disaster resilience.

Effective recovery requires a range of services operating in a coordinated and streamlined way. The integration of government agencies, non-government organisation (NGO), government owned corporations, industry groups, the private sector and whole-of-community is the foundation of recovery.

2.0 Four Functions/Pillars of Recovery

Effective recovery requires an integrated, multi-disciplinary approach to needs analysis, consequence management, community engagement, planning and service delivery. Coordinated effort by all agencies involved in recovery is necessary. Recovery is a complex and potentially protracted process. To assist in managing complexity, recovery can be conceptually grouped into four inter-related functions applicable in an all hazards environment:

- Economic
- Environmental
- Human/Social
- Infrastructure

3.0 Recovery Principles

This plan has been developed in accordance with the national principles for recovery agreed in 2008. These principles are summarised in the following sub paragraphs. Figure 2 depicts these principles graphically.



Figure 2 – National Recovery Principles
(AEMI Community Recovery Handbook 2)

3.1 Understanding the Context

Recovery must be relevant to the community affected. The South Burnett region is unique across the four pillars of recovery. Each disaster event is also unique and the context of each event needs to be taken into account when developing and implementing recovery programs and activities. Applying the context of each event to the broader context of the South Burnett region across the four pillars is needed to ensure recovery effort meets community need.

3.2 Recognising Complexity

Recovery is complex and dynamic. Information on disaster impact is usually limited at first and then changes over time. There are diverse and sometimes conflicting needs, wants and expectations within the community which may also change over time. Priorities will shift and change over time. Recovery actions may require a variety of approaches and may leave long-term legacies. The four pillars of recovery often overlap and the relationship, or balance, between them must be considered based on the context of the event and the community. This complexity must be recognised by those developing and implementing recovery programs and activities.

3.3 Using Community Led Approaches

Recovery must be community led which requires engaging with communities (listening and talking). It means empowering the community to be involved and enabling their participation in the recovery process. Communities who have no say in their recovery will take longer to recover. Building strong partnerships and involving community leaders in the recovery process will enable the delivery of recovery programs and activities that are embraced by the community.

3.4 Ensuring Coordination of all Activities

Successful recovery requires a planned, coordinated and adaptive approach based on continuous assessment of impact and needs. It requires skilled and trusted leadership, clearly stated shared goals based on desired outcomes, good information gathering and planning processes, teamwork among all supporting agencies and community groups, and clear decision making and reporting structures.

3.5 Employing Effective Communication

Communications is vital to achieve the above principles. It should be relevant, timely, clear, accurate, targeted, credible and consistent. Communications with the community must be two way and input and feedback should be sought and considered. Information must be accessible to audiences in diverse situations using a variety of means.

3.6 Acknowledging and Building capacity

Successful recovery recognises, supports and builds on community, individual and organisational capacity. Recovery planners should assess gaps between existing and required capability and capacity. They should quickly identify and mobilise community skills and resources and acknowledge that existing resources may be stretched requiring additional resources to be mobilised. Recovery should consider how to sustain effort over anticipated recovery timeframes. Opportunities to share, transfer and develop knowledge, skills and training should be promoted. There should be a clear understanding of when and how to disengage.

4.0 Re-establishing Resilience as soon as possible after an event

Recovery should help re-establish resilience within individuals and communities, and the natural assets that support them as soon as possible. This means developing strategies with individuals, businesses and communities to help them prepare for possible events and including these arrangements in relevant plans. It means working with leaders and their networks to understand what can be improved after an event to increase individual and community resilience. Recovery provides an opportunity to rebuild the community back stronger and better.

5.0 Post Disaster Psychology

All emergencies cause a range of stressors on the individual resulting in a broad range of responses. Typically these are 'normal' responses to an abnormal event that has touched the lives of an individual, a family or a community. It is important that those planning recovery and those implementing recovery services are aware of the psychological effects of disasters on individuals, families and the community in order to better deliver recovery outcomes.

Immediately following an emergency, people primarily seek practical assistance and reassurance in an emotionally supportive manner. The emotional impact of traumatic events is very real. Strong feelings may arise when the experience is talked about. Increased worry may interfere with day-to-day living and the experience may leave people shaken and worried about the future. However, most people return to their 'usual functioning level' given time and the support of family and friends.

The diagram at Appendix 1 shows some of the common reactions, experiences and emotions that may be experienced by individuals and communities following disasters and before they feel they are able to get 'back on their feet'.

It is important to note that individual responses will vary and that the cycle is not necessarily a single or linear one, but may alter, extend, diminish or re-occur at different times throughout the recovery process. Friends, family and local recovery support services can all assist in reducing the frustrations and amount of time people spend in the 'trough of disillusionment', or limit the depth of that trough.

If disaster-affected people understand the types of experiences and emotions they may experience throughout their recovery process, they can establish a stronger understanding that what they are experiencing is not unusual but is a fairly typical response to a post-disaster situation. Understanding this may also help people to more strongly understand the transient nature of these experiences, and that they will get through and recover from a disaster.

6.0 Levels of Recovery

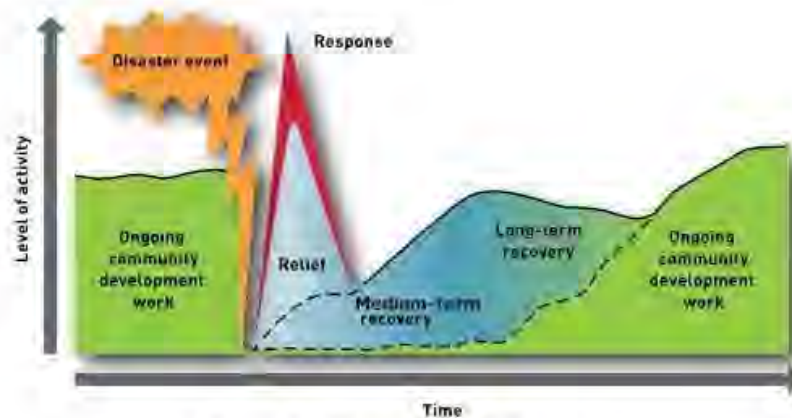


Figure 3 – Three levels of Recovery
(modified from AEMI Community Recovery Handbook 2)

Recovery typically goes through three levels; Immediate/Short Term (Relief), Medium and Long Term Recovery. These levels are graphically depicted in Figure 3. Note that the levels commence during operations and conclude when normal community development processes are returned.

6.1 Immediate/Short Term Recovery (Relief)

Immediate/short-term recovery (relief) aims to address and support the immediate needs of individuals, businesses and the community affected by an event. It often occurs during response operations.

Immediately after an event there is a need to identify what the impact has been, and what needs to be done to ensure the safety of life and property, and return the community to normal. This includes providing services such as:

- immediate provision of shelter, food, and clothing and community services.
- restoration of affected utilities and communications.
- clearance of debris and other hazards resulting from an event.

This phase of recovery is the most challenging as it coincides with response operations. It is the period after a disaster when initial relief services are offered to the affected community and the full recovery framework is established. It is also the period when detailed recovery planning, including needs analysis is undertaken.

Relief services provided to the community may take many forms however the operation of Recovery Centres (One Stop Shops) and Outreach Programs are the primary mechanisms to provide initial recovery (relief) services and to gather information to support needs analysis and planning for medium and long term recovery.

The transition from the response and short term relief operations to the medium level of recovery must be carefully managed. When it occurs it will be based on a combination of the following criteria:

- the emergency is contained;
- search and rescue groups cease activity;
- public safety measures are in place and work effectively;
- no further hazard or secondary event is likely in the near future;
- initial rehabilitation has commenced;
- damage to community infrastructure has been assessed and/or restoration has commenced;
- temporary accommodation and services have been provided;
- local organisations which can provide services and/or a hub for services have been identified and engaged;
- local community organisations and cultural groups and their leaders have been identified and engaged; and
- Recovery plans are in place.

6.2 Medium Term Recovery

Medium-term recovery continues the coordinated process of supporting affected communities in 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. The following recovery activities are conducted during this level:

- Recovery Action Plans are implemented and progress monitored and reported.
- Ongoing needs analysis so that recovery can support the changing recovery needs of the community.
- Continued and enhanced community engagement.
- Continued and enhanced community participation in decision making.
- Plans are continuously updated to reflect changing recovery needs and progress of recovery.

The recovery activities of this stage will assist the affected community to return to a state of normality, although the community is likely to experience changes resulting from the event.

6.3 Long Term Recovery

Long Term Recovery involves the ongoing transition from recovery to normal community development processes. During this stage, most recovery workers leave and systems start to wind down as normal business processes return. It is important that this reduction in recovery support is managed and that documented arrangements are in place locally to continue to address individual and community recovery needs.

7.0 Summary

Figure 4 depicts the community driven recovery process as described in this part.

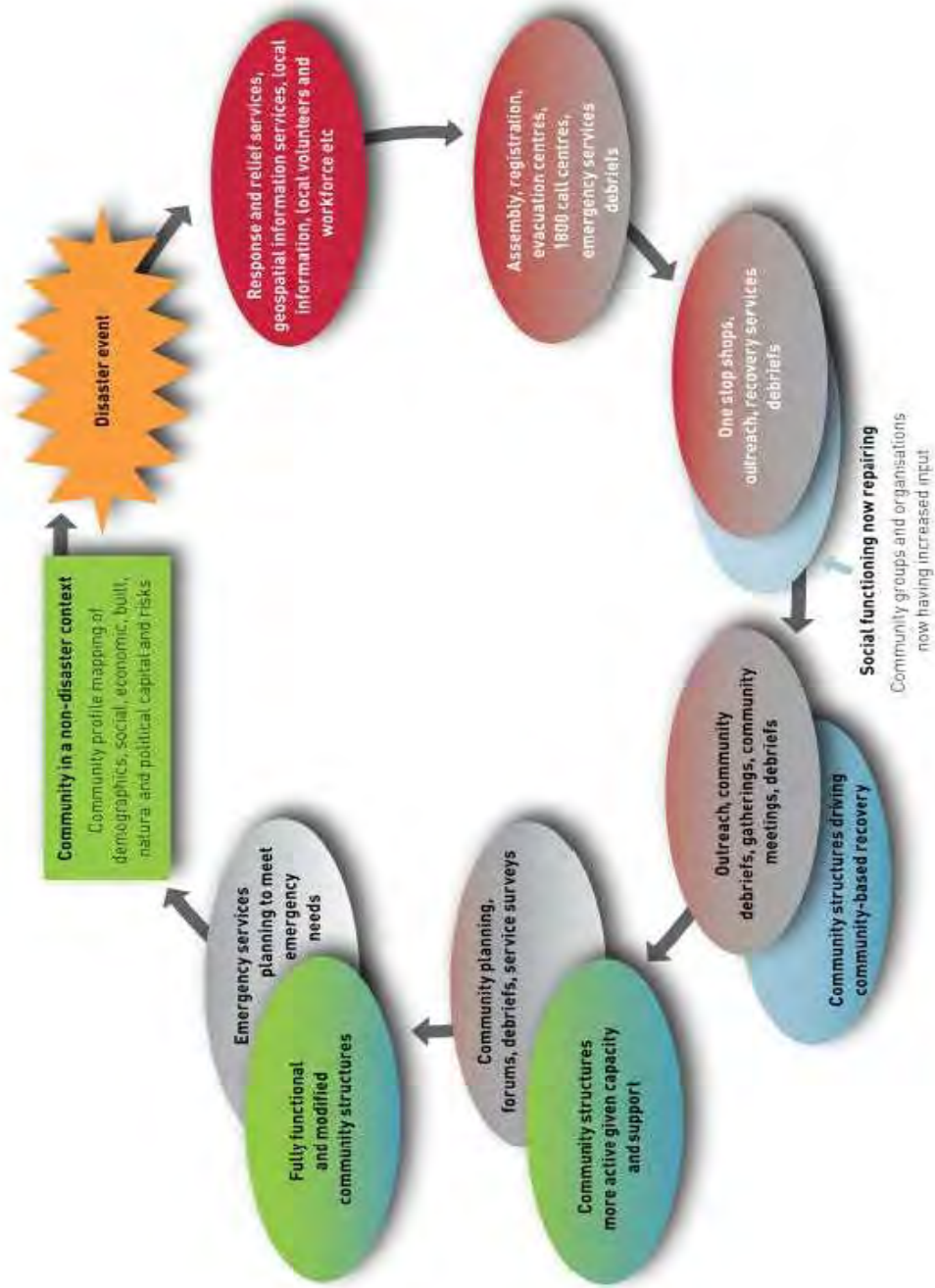


Figure 4 – Community driven Recovery Process
 (AEMI Community Recovery Handbook 2)

Part B – Recovery Arrangements

8.0 Recovery in the South Burnett Context

Successful recovery requires an understanding of the context in which the recovery effort applies. Determining what needs to be done in recovering the community depends on an understanding of how any particular disaster changes the community from what is considered normal.

8.1 Regional Profiles

Profiles of the community across the four pillars of recovery provide recovery planners with a baseline of what is considered normal in the community. The impact of a disaster can then be compared to this baseline (profile) to assist in determining where recovery effort is needed. Profiles for each of the four pillars (Human/Social, Infrastructure, Economic and Environment) are provided in Appendices 2 to 5 of this plan.

9.0 Queensland's Recovery Framework

9.1 Authority for Recovery

South Burnett Regional Council has the primary responsibility for planning and coordinating recovery operations within the local government area supported by the State and Australian Governments and the community.

9.2 Functional Lead Agencies (State level)

Under the State Disaster Management Plan, key State Government Departments are defined as functional lead agencies for the four functions of recovery. These functional lead agencies are appointed to assist in the coordination of State level support to the local recovery effort. The State functional lead agencies for recovery are detailed in Table 1.

Function	Lead Agency (State and District Level)
Economic	Department of State Development, Infrastructure and Planning
Environmental	Department of Environment and Heritage Protection
Human/Social	Department of Communities, Child Safety and Disability Services
Infrastructure	<ul style="list-style-type: none"> • Transportation infrastructure: Department of Transport and Main Roads • Building Recovery: Department of Housing and Public Works • Telecommunications: Telecommunications providers • Energy infrastructure (electricity, gas, fuel): Department of Energy and Water Supply • Water Supply and Sewerage Infrastructure: Department of Energy and Water Supply • Water Entities: Local government
NDRRA and SDRA coordination	Queensland Reconstruction Authority
Recovery coordination/monitoring	Queensland Reconstruction Authority

Table 1 – Functional Lead Agencies (State level)
(Queensland Recovery s)

9.3 Establishment of a Statutory Authority by the State

In circumstances deemed appropriate by the Premier, the recovery structure for the state may be determined by the Premier, under the auspices of a Task Force or Statutory Authority. The Premier, and where necessary the Queensland Parliament, will determine the level of authority and powers given to the Task Force or Statutory Authority for central coordination, support and overall direction of resource allocation. The accountability structures, role and powers for the Task Force or Statutory Authority will be determined by the Premier and/or Queensland Parliament. For example, the QRA was established in 2011 and is currently the functional lead agency for NDRRA and SDRA coordination and central recovery coordination and monitoring.

9.4 Establishment of State Recovery Coordinators

Equally, the state may choose to establish one or more State Recovery Coordinators to assist in ensuring a cohesive recovery and reconstruction program. Such appointments, if made, will be by the Premier and will usually be individuals of high standing in the general community. They may be appointed in recognition of unique regional recovery and reconstruction requirements. State Recovery Coordinators will act as a focal point for recovery and reconstruction between the affected region and the State Government through the Minister for Local Government, Community Recovery and Resilience. If a State Recovery Coordinator responsible for the South Burnett is established, they should be included as a member of the Local Recovery Group.

9.5 State Recovery Group

The State Recovery Group is a standing group which reports to the State Disaster Management Group. The functional lead agencies for each of the four functions of recovery are represented on the Group. At the decision of the Chair, other agencies may be invited to become members of the Group. The State Recovery Group is responsible for ensuring the state support across the four functions of recovery are implemented and coordinated in support of local recovery efforts.

9.6 Disaster District Role

The local level is the entry point for recovery. While the Disaster District will stand down from response operations when recovery enters medium term recovery, the members of the District Disaster Management Group continue to provide State Government services to support the recovery effort. The four State Government Functional Lead Agencies for recovery are represented at Disaster District level and will coordinate the provision of State recovery resources within the District to the affected area. These services should be coordinated through the LRG using agreed service delivery arrangements.

Disaster District members will often contribute to the recovery effort through participation in the South Burnett recovery framework e.g. participation on the Local Recovery Group or its Working Groups as appropriate. Ongoing liaison with the Disaster District Coordinator (DDC) on recovery matters is necessary to ensure support from the State through the Disaster District is relevant and coordinated. Reporting on the recovery effort should be provided to the district to assist in coordination and district level planning. The concept of recovery information and resources flow in Queensland is depicted in Figure 4.

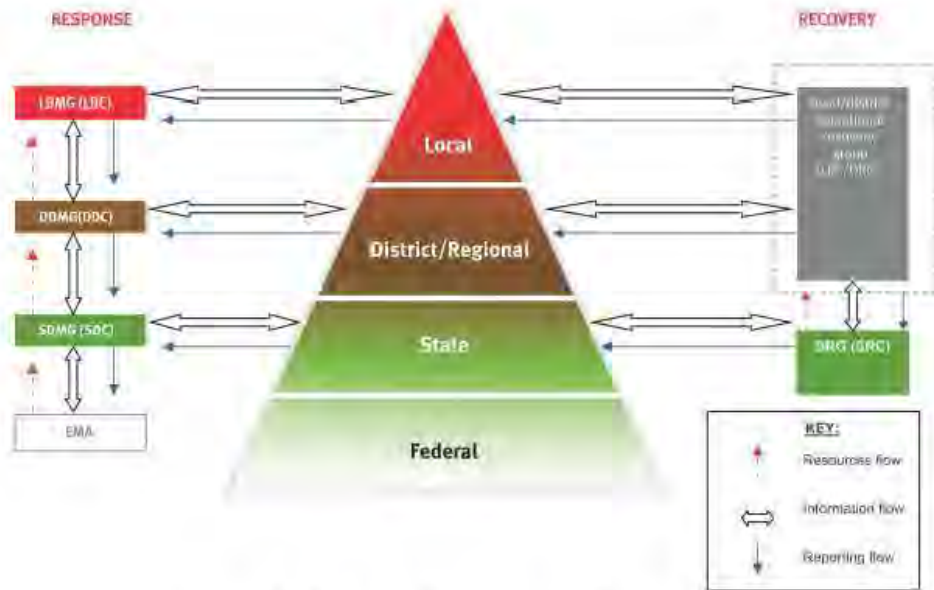


Figure 5 – Recovery Reporting and Resource Flow
(Queensland Recovery Plan)

10.0 South Burnett Recovery Framework

10.1 Recovery Concept of Operations

Recovery in the South Burnett will be planned and coordinated by a Local Recovery Group (LRG) that is established by the LDMG and endorsed by Council. This group will be chaired by the Deputy Chair LDMG and coordinated by a Local Recovery Coordinator appointed by the LDMG and endorsed by Council. The group is supported by relevant State and Australian Government agencies and representatives from the community as required.

The LRG has established four (4) separate Working Groups to address each of the four pillars of recovery. Depending on the scale of the event and the complexity of the recovery effort, the LRG may establish Local Advisory Groups under each Working Group.

The LRG maintains a permanent core membership who form the basis of the group and who lead the individual Working Groups. The core group will be augmented by additional members representing State and Australian Governments, and the community when recovery is activated.

The Working Groups, their terms of reference and their membership will be dependent on the needs of the community and the scale of the recovery effort.

Local Advisory Groups may be formed to ensure community participation in the recovery process and to assist the LRG and Working Groups in determining community need and to help coordinate delivery of recovery programs and activities.

An overview of this framework is provided in Figure 6.

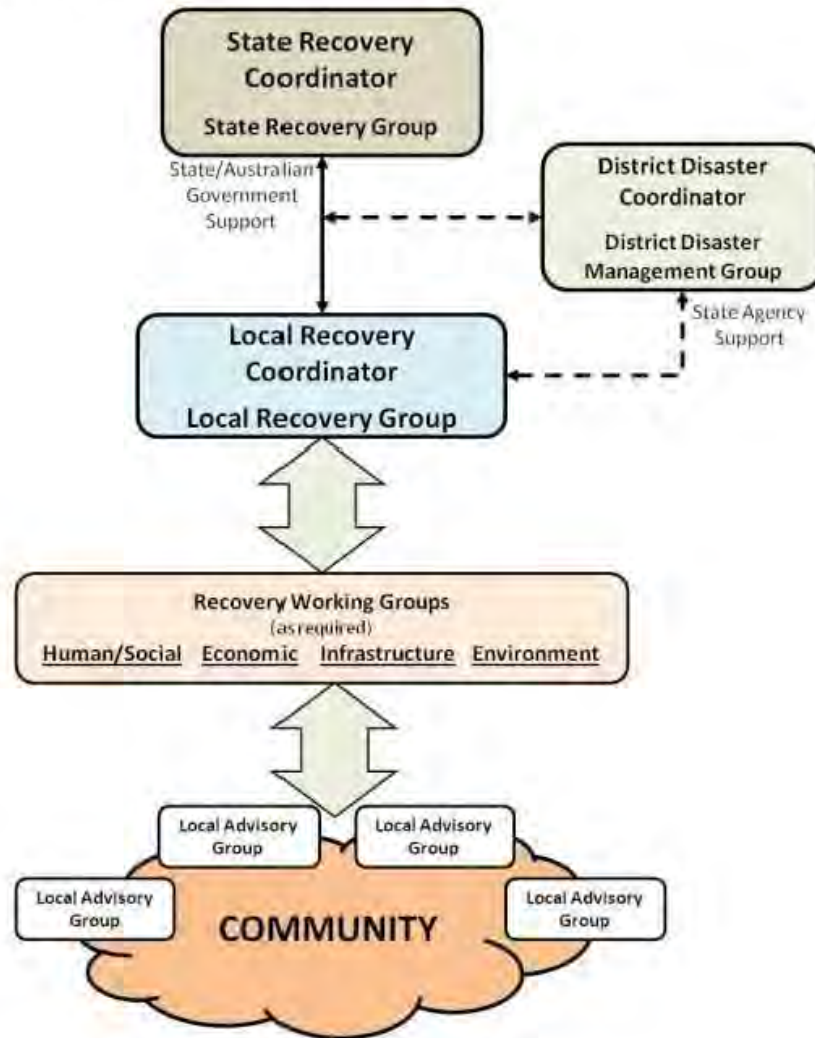


Figure 6 – South Burnett Recovery Framework

10.2 Local Recovery Coordinator

A Local Recovery Coordinator (LRC) is appointed as a full time function within the LDMG to ensure recovery preparedness and to lead recovery operations.

The role of the LRC is to:

- Maintain this plan.
- Develop community recovery preparedness.
- Lead the Local Recovery Group.
- Ensure ongoing analysis of need is undertaken throughout the recovery effort to guide the recovery effort.

- Work with the group, relevant agencies and the community to develop the specific aim, objectives and strategies of the Recovery Operational Plan.
- Liaise with functional lead agency representatives to obtain required support for recovery programs and activities.
- Manage the implementation of the Recovery Operational Plan and Working Group Action Plans with the assistance of the LRG, Working Groups, Disaster District and State Recovery Group.
- Report on the recovery effort to the Disaster District and the State Recovery Coordinator as well as the community.

The person appointed as LRC is not the same person as the LDC as disaster operations and recovery planning need to occur simultaneously. The LRC and the LDC should liaise regularly during disaster response operations. This will ensure that response operations support the recovery effort and recovery planners have good situational awareness to ensure their planning is relevant to the community.

The LRC should be involved in disaster response planning and implementation in addition to the role of leading the recovery effort. This duality of roles immediately after disaster impact is often inevitable given the limited management resources available within the South Burnett. While the LRC may well find themselves embroiled in operational response matters from time to time, they should focus on the recovery implications of such matters to ensure response supports the recovery effort. It is important for the LRC to remember that Recovery is a mindset, rather than a strict process.

The Deputy LRC also appointed by the LDMG and endorsed by Council is to assist the LRC in the recovery preparedness and operations. Additionally the Deputy LRC will step up as the LRC should the LRC be absent during an event.

10.3 Local Recovery Group

The Local Recovery Group (LRG) is the planning and coordinating body for all recovery operations in the South Burnett. It comprises key decision makers from multiple agencies and entities that contribute to the recovery effort. The Terms of Reference for the Local Recovery Group is at Appendix 6.

The LRG is activated by the LRC during disaster operations (see more under Activation).

The full composition of the LRG is dependent on the nature of the event and the analysis of need within the community. Full membership of the LRG is therefore situation dependent.

Core members are those individuals and agencies that have a clear function in the recovery effort and who form the basis of the full Local Recovery Group. The LRG is established as a permanent group by the Local Disaster Management Group with support from State and Australian Government Agencies. Core members of the South Burnett Local Recovery Group are detailed in Table 2 below:

Core Members of the Local Recovery Group			
Executive: Chair: Deputy Chair, Local Disaster Management Group Local Recovery Coordinator: Manager, Social & Corporate Performance Deputy Local Recovery Coordinator: Senior Officer Recreation & Services			
Human/Social¹	Infrastructure¹	Economic¹	Environment¹
Councillor Communities, Tourism, the Arts & Health Services portfolio ²	Councillor Roads & Drainage portfolio ²	Councillor Economic Development, Governance & Communications portfolio ^{2,3}	Councillor NRM Parks & Indigenous Affairs portfolio ²
Officer Community Development / Grants ⁴	Manager Roads & Drainage ⁴	Senior Officer Economic Development ⁴	Manager Environment & Waste ⁴
Notes: 1. Councillors and key Council staff will lead recovery working groups. 2. Councillors will undertake their normal portfolio function in supporting Recovery and chair working groups. 3. The Mayor, Economic Development, Governance & Communications portfolio, may delegate that portfolio to another Councillor during recovery operations. 4. Key Council Staff act as Coordinating Officers of working groups.			
State and Australian Government Supporting Core Members (Recovery Operations)¹ (may contribute to Working Groups as required)			
<ul style="list-style-type: none"> • Department of Communities, Child Safety and Disability Services • Department of Transport and Main Roads • Housing and Public Works • Queensland Health • Department of Agriculture, Fisheries and Forestry • Environment and Heritage Protection • Centrelink 			
Notes: 1. State and Australian Government core members are only required during Recovery Operations.			

Table 2 – Core Members of the South Burnett Local Recovery Group

The core members of the Local Recovery Group convene when not activated in order to develop recovery preparedness at the discretion of the LRC.

Additional members may be appointed to the Local Recovery Group by the LRC after consultation with LRG core membership. A list of agencies and entities that may be considered for inclusion on the LRG is provided in the LRG Terms of Reference.

10.4 Working Groups

Four (4) Working Groups are established to address each of the four pillars of recovery. Membership of these Working Groups is typically:

- Human/Social Working Group (South Burnett Human and Social Network Providers)
- Infrastructure Working Group (South Burnett Regional Council – Internal)
- Economic Working Group (South Burnett Directions Management Advisory Committee)
- Environment Working Group (South Burnett Regional Council – Internal)

Generic terms of reference for each Working Group are provided at Appendix 7. These may be modified to suit the situation by the LRC after consultation with the LRG.

Working Groups of the LRG comprise subject matter experts relevant to a particular pillar of recovery. They develop and oversee the implementation of the plans, activities and programs related to their recovery function.

The LRG may decide to merge two or more Working Groups together for greater effectiveness or efficiencies based on the community recovery needs analysis.

Membership of the Working Groups shall comprise LRG Core members augmented by State and Australian Government agency representatives, industry bodies and community groups as required.

Each Working Group shall be chaired by an elected representative (Councillor). Coordinators shall be a senior Council Officer, where practicable, appointed by the LRC after consultation with the LDC and Council CEO.

Membership of each group is dependent on the situation however a suggested membership for each Working Group is provided in the Working Group's terms of reference.

10.5 Local Advisory Groups

Local advisory committees may be established to enable members of the local community, including people affected by the event and representatives from local organisations, to meet and to provide input and guidance to LRG and Working Groups on such issues as community needs and service delivery. The formation and composition of any Local Advisory Groups is at the discretion of the LRG and is dependent on the needs of the community. A guide to possible Local Advisory Groups that may be established is at Appendix 8.

10.6 Supporting Agencies

Many agencies and organisations contribute in some way to recovery efforts. To assist in the formation of the LRG, Working Groups and Local Advisory Groups, a list of agencies and community organisations that may assist in recovery is provided at Appendix 9. This list identifies the functions these organisations may offer to support recovery operations.

11.0 Governance Arrangements

11.1 Appointments

- **Local Recovery Coordinator & Deputy Local Recovery Coordinator.** The LRC/Deputy LRC are appointed in writing by the LDMG. Appointments to the positions of LRC/Deputy LRC are to be recorded in the Minutes of LDMG meetings and endorsed at an Ordinary General Meeting of Council. The appointment letters are to be retained on file by South Burnett Regional Council. The District Disaster Coordinator and the Chair of the State Recovery Group are to be advised of LRC appointments. The LRC and Deputy LRC are to be identified in the Recovery Operational Plan.
- **Local Recovery Group (Core).** Core members of the LRG as defined in Appendix 6 are appointed by the Chair of the LDMG under this plan and endorsed at an Ordinary General Meeting of Council. Additional members will be identified and appointed to the Local Recovery Group by the Local Recovery Coordinator during the Lean Forward stage of recovery activation. Membership of the LRG should be detailed in the Recovery Operational Plan.
- **Working Groups.** Members of Working Groups are drawn from the LRG and additional members may be invited from relevant organisations at the discretion of the Chair of the Working Group in consultation with the LRC. Membership of Working Groups is to be recorded in the Recovery Operational Plan.

11.2 Meetings of the LRG and Working Groups

Once activated the LRG and Working Groups (if required) should meet regularly to perform their functions. Meetings of the LRG shall be at times and in places as determined by the LRC.

Working Group meetings shall be at times and places as determined by the appointed Chair and Coordinator of the Working Group after consultation with the LRC.

11.3 Records of Meetings

The LRG and each Working Group will keep minutes of all meetings. In addition the LRG is to develop and maintain the Recovery Operational Plan and Working Groups are to develop and maintain Action Plans relevant to their function. These will be the principle reference documents used by the LRG and the Working Groups in the performance and reporting of their functions.

11.4 Reporting

Upon activation the LRC shall negotiate with the Disaster District and the State Recovery Coordinator on the LRG's reporting requirements to those entities. Regular reporting is required to ensure effective coordination and monitoring of progress and use of resources. In addition, the LRG should report routinely to the LDMG.

Reporting by the Working Groups to the LRG shall be at the discretion of the LRC after consultation with the LRG.

Report formats may be negotiated; however the LRG is to provide regular updates on the Recovery Operational Plan to the Disaster District and State Recovery Group. Working Groups are to provide regular updates on their Action Plans to the LRG. Reporting formats

are to be primarily based on these two documents. Additional information may be required by the DRC, the State Recovery Coordinator or State Recovery Group.

12.0 Recovery Preparedness

Recovery preparedness can be achieved by:

- ensuring that the South Burnett recovery framework and arrangements are widely understood within the community (pre-engagement); and
- training of staff and supporting agencies in recovery processes.

12.1 Pre-engagement with the Community

This plan is to be made publicly available on the Council's website and through Council offices. Copies should also be accessible at public libraries.

This plan is to be provided to members of the public on request (a fee may apply). Ongoing public information about recovery and the South Burnett Recovery Framework should be provided using normal community engagement strategies.

12.2 Pre-engagement with Potential Advisory Groups

Contact, where practicable, with prospective members of Local Advisory Groups can be undertaken to advise them of the possible formation of such groups and their possible involvement. Prior engagement with prospective members of Advisory Groups familiarises them with the South Burnett recovery framework and provides an opportunity for network building under that framework. The LRC should consider an ongoing program of pre-engagement with potential local advisory groups.

12.3 Training in Recovery Processes

Training people with key functions in recovery is necessary to ensure they are able to perform their functions in an event. Recovery training in the South Burnett is to be focused on developing knowledge of recovery principles and arrangements and skill development in Community Needs Analysis and Operational and Action Planning. Recovery training is also discussed in Section 14.0.

13.0 Recovery Concepts of Operation

13.1 Recovery Process

Recovery is a progressive activity that involves many steps. The timeframes for each of these steps is dictated by the situation. The main steps in recovery are depicted in Table 3.

Recovery Step	Description	Remarks
Pre-event preparedness	Undertake recovery preparedness including: training, exercises, network management, and community engagement.	Ongoing under the direction of LRC and LRG core members.

Recovery Step	Description	Remarks
Activation	<p>Commence initial formation of the LRG and identify possible stakeholders to be included on the group.</p> <p>Commence building situational awareness within the LRG and agencies / organisations supporting recovery.</p> <p>Work with response operations in the Local Disaster Coordination Centre to influence operational decisions that have recovery implications; and to build situational awareness for recovery planning.</p> <p>Oversee and coordinate the ongoing provision of short term recovery (relief) services to impacted communities.</p>	<p>Commence communication with stakeholders.</p> <p>Distribute Situation Reports (may be formal or informal)</p> <p>Recovery must be represented in the decision making processes for disaster response.</p>
Needs Analysis	Undertake analyses of community need across the four pillars of recovery and/or by sectors. Engage widely across the community to ensure analysis is as comprehensive as practicable.	<p>These steps are often undertaken concurrently.</p> <p>They are undertaken during the '<i>Lean Forward</i>' level of recovery activation.</p>
Establish Recovery Framework	Finalise membership of LRG. Establish Working Groups and Local Advisory Groups as dictated by needs analysis.	
Develop Recovery Operational Plan	Document and distribute the operational plan for the recovery. Maintain plan throughout recovery process.	
Working Groups Develop Action Plans	Working Groups develop Action Plans for their function.	
Medium Level Recovery	<p>Continue to deliver recovery services as outlined in the Recovery Operational Plan and as detailed in Working Group Action Plans.</p> <p>Maintain and update the Recovery Operational Plan and Working Group Action Plans as recovery progresses.</p>	<p>This process may go for many weeks or months (or years in extreme cases).</p> <p>The LRG must strive to sustain effort in accordance with priorities.</p>
Transition to Long Term Recovery	<p>Progressively stand down:</p> <ul style="list-style-type: none"> • Local Advisory Groups • Working Groups • LRG <p>Debrief/Review/Evaluation of the recovery effort.</p>	<p>Must have transitional arrangements in place.</p> <p>Suitable alternate process must be in place to support long term recovery needs.</p> <p>Update plans.</p>

Table 3 – Main Steps in the Recovery Process

13.2 Activation

The Recovery process is activated in the same manner as disaster operations through four levels of activation. They are:

- Alert
- Lean Forward
- Stand Up
- Stand Down

Recovery should be activated once the LDMG goes to Lean Forward, or in short/no notice events, when the LDMG is activated to Stand Up. This is to ensure that the recovery framework can be established based on the emerging and anticipated needs of the community. It also ensures that disaster operations consider the needs of recovery during the response phase. The diagram in Figure 8 depicts the activation of recovery relative to the response.



Figure 7 – Response and Recovery Levels of Activation
(Queensland Recovery Plan)

13.3 Activation Process and Transition between Levels

The LRC activates the Recovery Group automatically in accordance with the diagram at Figure 7 above. The transitions between these levels are crucial periods for Recovery as the Recovery activities undertaken at each level are fundamentally different.

Table 4 details the major recovery triggers, actions and communication requirements apply to each level of activation. Note that the levels of activation are aligned with the three levels of recovery (short, medium and long term).

		Recovery Activation, Triggers and Actions		
RESPONSE ALERT		Triggers	Actions	Communications
RESPONSE LEAN FORWARD	RECOVERY ALERT	Response Phase at 'Lean Forward' level of activation	LRC self activates and commences to gain situational awareness of the event. DDC and SRG recovery activation level.	LRC maintains communication with Local Recovery Group Core members. Ad hoc reporting as required by the LRC
RESPONSE STAND UP	RECOVERY LEAN FORWARD	Response phase at 'Stand Up'. Immediate Relief arrangements are required during response phase	DDC and SRG informed of activation level. Monitoring of response arrangements Analysis of hazard impact or potential impact Relief and recovery planning commences through needs analysis and recovery operational planning. LRG and Working Group structures finalised along with reporting requirements. Deployments for immediate relief may be commenced by recovery functional agencies. Completion of initial needs analysis, finalisation of LRG and Working Group membership and issue of Recovery Operational Plan signal readiness to move to Stand Up and commence Medium Term Recovery operations.	LRC and LRG members in routine contact and monitoring email remotely. Group will commence meeting for planning purposes. More regular reporting as required by the LRC and by the Disaster District and SRG. Community engagement and communication strategy developed.
	RECOVERY STAND UP	Immediate relief arrangements continue Medium Term recovery commences. Response Phase moves to 'Stand	Transition arrangements from 'response and relief' to 'medium term recovery' undertaken including formal hand over from LDC to LRC. DDC and SRG informed of the activation level and transitional arrangements.	Community engagement and communication strategy implemented.

Recovery Activation, Triggers and Actions			
RESPONSE STAND DOWN	Down ¹	<p>Local Recovery Group activated to operate from South Burnett Regional Council offices.</p> <p>Deployments from functional agencies continue to provide immediate relief response.</p> <p>Action Plans developed addressing the four functions of recovery.</p> <p>Participate in response debrief.</p> <p>Action Plans monitored and acted on.</p> <p>Reporting to the SRG and the DDC.</p>	
RECOVERY STAND DOWN	LRG arrangements are finalised, community returns to normal activities with ongoing long term recovery support provided as required under pre-agreed arrangements and processes.	<p>DDC and SRG informed of activation level.</p> <p>Consolidate financial records.</p> <p>Reporting requirements finalised.</p> <p>Participate in recovery review and assessment.</p> <p>Long term recovery arrangements transferred to functional lead agencies.</p> <p>Council considers community development programs to address long term recovery needs.</p> <p>Return to Core Business</p>	LRC and LRG members resume standard business arrangements.

Table 4 – Recovery Activation, Triggers and Actions
(Queensland Recovery Plan)

13.4 Transitioning from immediate/short term (relief) to medium level recovery

The following are required before finalising the transition to medium level recovery:

- Completion of a community needs analysis across the four pillars of recovery that defines the community’s recovery needs and which establishes priorities for the recovery effort and the resources required. This needs analysis will continue to be updated throughout the recovery process.
- Full membership of the Local Recovery Group is finalised as are reporting requirements to the District and SRG.
- Membership and terms of reference for each Working Group are confirmed.
- Recovery Operational Plan outlining the Aim, Objectives and Strategies for the recovery effort is finalised.
- The community engagement strategy is finalised and detailed in the Recovery Operational Plan.
- Working Group Action Plans are well developed and outline relevant recovery programs and activities.

13.5 Transitioning to Long Term Recovery

Long term recovery requires functional lead agencies, council and the community have put in place systems and processes that ensure the ongoing provision of recovery support to those who need it after the departure of recovery workers from the disaster area. These arrangements should be included in the Operational and Action plans for the event.

13.6 Community Needs Analysis

Community need is the driver for all recovery operations. It is imperative that analysis of community need is undertaken and regularly reviewed to ensure recovery operations are correctly focused and resourced.

The purpose of a community recovery needs analysis is to pull together information into a single, consolidated report; information on the physical impacts of a disaster, the economic value of the damages and losses, the human impacts as experienced by the affected population, and the resulting medium and long-term recovery needs and priorities.

Needs analysis begins when the Recovery process is first activated and continues through all levels of recovery. Stand down from recovery is possible only when all community needs have been met; or where normal processes are in place to meet ongoing community recovery needs.

Needs Analysis is about assessing what has changed within a community from the normal baseline and what programs and activities must be undertaken to assist the community to return to normal. These assessments, from which the needs analysis is done, are generally commenced during disaster response operations.

Community needs analysis underpins the development of the Recovery Operational Plan. Ongoing needs analyses throughout the recovery process will inform the evolution of this plan through the three levels of recovery (short/medium/long term) Figure 7 depicts this concept graphically.

The LRC and the LRG are responsible for ensuring that, where practicable, a full community needs analysis is undertaken during the *Lean Forward* stage of recovery activation and that ongoing need analysis is undertaken to inform the transition between the three levels of recovery.

Community Needs Analysis relies on the experience and local knowledge of the members of the LRG, Working Groups and Local Advisory Groups combining to identify all aspects of community need throughout the recovery effort. Those undertaking needs analysis must have sound situational awareness emphasizing the need for early activation of Recovery during the disaster response phase and effective communications throughout recovery.

Impact assessments and Rapid Damage Assessments undertaken to support disaster response operations are a foundation of Community Needs Analysis.

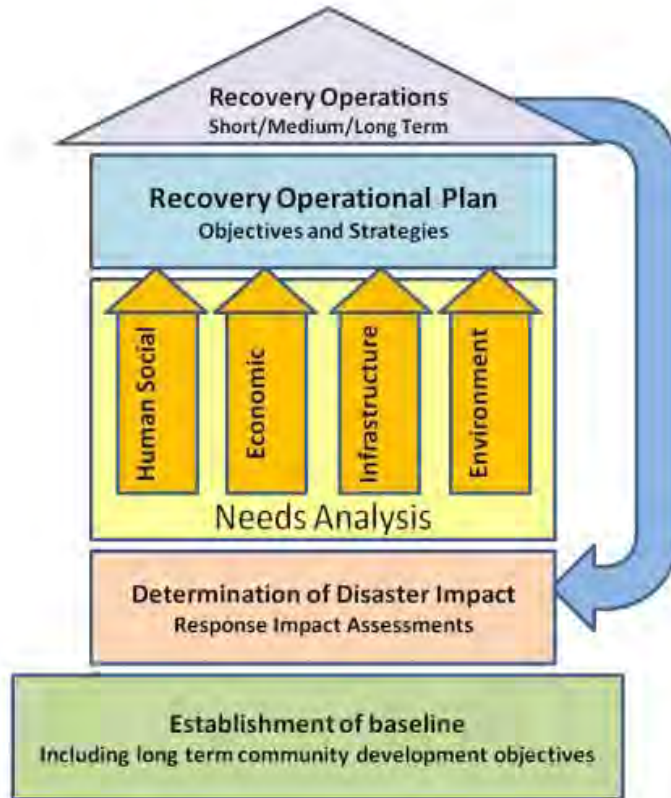


Figure 8 – The Recovery Needs Analysis Concept

13.6.1 Format / Process for Community Needs Analysis

There is no prescribed format or process for the conduct of community needs analysis following a disaster event as each function of recovery will need to apply specific processes to determine need relevant to their function. For example, the process and considerations for an Economic Needs Analysis (economic impact assessment) will be significantly different to that undertaken in the Environment, Infrastructure or the Human / Social pillars of recovery. Each of them will also be different to the others.

13.6.2 Undertaking Needs Analysis by Sector

Needs Analysis may also be undertaken by Community Sectors. Table 4 details the community sectors that may be considered when undertaking Community Needs Analysis using a sector based approach. The LRG may need to engage with representatives from these sectors when undertaking needs analysis. Table 5 details some of the sectors that may be considered.

Health, Aged Care	Education	Industry & Retail	Essential Services
Sport & Recreation	Retail & Business	Transport & Distribution	Communications
Rural Residential	Urban Residential	Energy	Community Services
Tourism and Recreation	Primary Producers	Individuals and Families	Emergency Services
Environmental Care	Building	Youth	Others

Table 5 – Community Sectors that may be considered in Community Needs Analysis

Selection of the correct people to the LRG and Working Groups is necessary. Development of appropriate Local Advisory Groups with well thought out representation from the community will assist greatly in undertaking community needs analysis.

13.7 Establish Recovery Framework

The LRC will likely need to augment the core membership of the LRG to ensure representation by those who will contribute resources and services to the recovery effort as defined in the needs analysis. Such representatives should have appropriate authority within their organisation to mobilise resources and services in support of recovery. Supporting organisations that may assist in recovery are identified in the Terms of Reference for the Local Recovery Group and individual Working Groups.

13.8 The Recovery Operational Plan

The Recovery Operational Plan is a strategic level document developed during the **Learn Forward** stage of recovery activation. It is prepared by the LRG with input from the Working Groups and the community and is approved by the LRC. It details the recovery aim, objectives and strategies to address identified community needs across the four pillars of recovery.

The LRG, Working Groups and Local Advisory Groups are responsible for assisting the LRC implement the Recovery Operational Plan. Implementation is through Action Plans developed and maintained by each Working Group.

The Recovery Operational Plan is a dynamic document that is reviewed and updated regularly to reflect the changing circumstances as defined by ongoing Community Needs Analysis. It should be version controlled.

Recovery Operational Planning is similar to Response Operational Planning in that it is a strategic plan specific to the event and the recovery requirements identified during community needs analysis. It is the primary mechanism used to 'operationalize' the recovery effort.

For ease of production, the Recovery Operational Plan may be developed and distributed in the SMEAC format similar to the Response Operational Plans.

Table 6 outlines the elements of SMEAC and their meaning in a recovery context.

S ituation	<p>An analysis of the current and projected situation to determine:</p> <ul style="list-style-type: none"> • The Impact of the disaster across the four pillars of recovery and/or by sector. • Analysis of community needs across the four pillars e.g. analysis of the difference between the normal community baseline and the current situation. • Opportunities and challenges arising from the needs analysis. • Key timeframes relevant to recovery operations
M ission (Aim & Objectives)	<p>What we have to do. It includes the Aim of the Recovery Effort and may include several objectives to be achieved. Objectives should be S.M.A.R.T e.g. Specific, Measurable, Achievable, Relevant and contain a Timeframe.</p>
E xecution	<p>A description of how we are going to undertake recovery across the four pillars of Recovery. These are broad statements of intent that are amplified in Working Group Action Plans.</p> <p>Detail the agencies who will contribute to the Recovery effort and the services they will need to offer.</p> <p>Specify performance indicators</p>
A dministration and Logistics	<p>How we intend to resource and administer the strategies above. Specify extraordinary resourcing or logistics necessary.</p>
C ommand, C ontrol C ommunications	<p>Outline the recovery framework adopted for this event and detail membership of the LRG, Working Groups and Local Advisory Groups.</p> <p>Outline Communications strategy</p> <p>Specify reporting requirements for the LRG, Working Groups and Local Advisory Groups.</p>

Table 6 – SMEAC Structure for Operational Planning

The Recovery Operational Plan should be provided to all stakeholders involved in Community Recovery including the District Disaster Coordinator, the State Recovery Coordinator and State Recovery Group. Copies may be provided to Statutory Bodies established by the State e.g. the Queensland Reconstruction Authority.

An example format of a Recovery Operational Plan using the SMEAC format is at Appendix 11. This format is a suggested format and may be changed to suit the circumstances of the event.

13.8.1 Planning Recovery Exit Strategies

When developing the Recovery Operational Plan it is important that consideration be given to defining clear objectives and strategies for exiting the recovery process. These will enable planners and service providers to work towards defined goals and timeframes and will assist in shaping the recovery effort to ensure an effective transition from recovery to normal community development processes. Defining exit strategies is difficult in the early stages of recovery, however, as greater resolution of community need is achieved; planners should consider how the transition to normal community development processes is to be achieved in each of the pillars of recovery. Each of the pillars of recovery will likely have different logical exit points. For example Environment and Infrastructure Recovery may transition to normal community development processes much earlier than the other pillars as normal community development processes are largely in place for these functions. On the other hand, Human/Social and Economic Recovery may need to be in place for much longer timeframes due to the need to implement extra-ordinary measures to achieve acceptable recovery outcomes. Exit objectives and strategies should be developed in the Recovery Operational plan to provide guidance to planners and service delivery agencies when considering Action Plans.

13.9 Action Plans

Action plans are the primary tool used by the LRG and Working Groups to manage the recovery effort. They too are a mechanism to 'operationalize' the recovery effort. Action Plans are the detailed plans developed, maintained and implemented by LRG and Working Groups. Each Action Plan will specify the programs, activities, agencies, resources and timeframes required in order to achieve the objectives and strategies specified in the Recovery Operational Plan. Routine reporting by the Working Group to the LRG on the progress of Action Plans is required to ensure the overall recovery effort is proceeding as planned.

A suggested Action Plan format is at Appendix 12.

14.0 Community Engagement Strategies

The LRC and the LRG must consider the community engagement strategies that will be needed to ensure the community is involved and effectively contributes to the recovery effort. The LRG should consider the stakeholders and how best to engage with them during the stages of recovery planning. Community engagement for recovery should use normal community engagement processes as detailed in the Local Disaster Management Plan. They should be documented in the Recovery Operational Plan.

14.1 Local Advisory Groups

Forming local advisory groups are often an effective way of involving the community in the recovery effort. These groups may be geographically based (a town or locality); or they may be functionally based e.g. Economic, Environmental, Infrastructure or Human/Social.

The formation, composition and terms of reference of these Local Advisory Groups will depend on the needs of the community and the will of the community to participate (note members of the community may not have the capacity to participate).

They are formed at the discretion of the LRG and Working Groups as required. Local Advisory Groups have no defined structure or governance arrangements. They may have a

pre-defined membership or be ad-hoc in nature. They provide a mechanism to enable effective engagement with the community for planning and decision making.

14.2 Public Forums/Community Meetings

Public forums/and Community Meetings may be called in order to listen to and talk with communities affected by the disaster. They are often instrumental in the needs analysis process and should throughout recovery maintain public dialogue, resolve issues and to gauge recovery progress.

Public Forums are often specific to a particular function e.g.: a public forum for businesses that are economically affected by the event; or land owners affected by environmental issues arising from the disaster. Community meetings are usually geographically focused and often cover a broad suite of issues across the four pillars of recovery. They are conducted at the discretion of the LRG and Working Groups as required. Local Advisory Groups may augment public forums and community meetings.

15.0 Training and Exercising

15.1 Training

The LRC is required to undertake specific training in disaster management and recovery under the Queensland Disaster Management Training Framework. This training includes:

- Queensland Disaster Management Arrangements
- Local Recovery Coordinator Induction
- Recovery Module 1 – Principles, Functions and Governance
- Recovery Module 2 – Planning and Preparedness
- Recovery Module 3 – Recovery Operations.

This training is provided by Emergency Management Queensland (EMQ). EMQ also maintain records of people undertaking disaster management and recovery training.

Core members of the LRG are strongly encouraged to undertake a similar training regime to enable them to provide adequate support to the LRC.

Persons from other organisations and entities who will play a role in supporting this Plan may also benefit from attendance on these training courses and should be encouraged to participate where possible.

The LRC is to negotiate with EMQ for provision of appropriate training for those involved in recovery as part of the LRC's role of developing community recovery preparedness.

Training of persons with key roles in recovery processes is also necessary. The South Burnett training priorities are developing widespread knowledge of recovery principles and arrangements skill development in Community Needs Analysis and Operational and Action Planning.

15.2 Exercising

The LRC will determine the exercise schedule for this plan however a recovery exercise once every two years is considered appropriate. Participants should include the Core members of the LRG and key members of the LDMG including the Chair and the LDC.

Such an exercise may take the form of a scenario based desktop discussion conducted over a period of 3-5 hours that addresses key components of this plan against a realistic scenario(s).

The LRC should seek the assistance of EMQ and the recovery functional lead agencies on the Disaster District Management Group to assist in the development, delivery and evaluation of these exercises.

The priority for recovery exercising is in the immediate / short term (relief) stage of recovery as it is typically the most demanding.

16.0 Financing Recovery

16.1 Natural Disaster Relief and Recovery Arrangements (NDRRA)

This section is a summary of the key funding mechanisms that can assist in recovery. A full description of these arrangements is provided in latest Australian Government Natural Disaster and Relief and Recovery Arrangements and the Queensland Disaster Relief and Recovery Arrangements - Guidelines. A sound understanding of the available financial frameworks for recovery is necessary to ensure that recovery programs and activities are properly funded.

The Australian Government NDRRA Determination details the financial measures available and their eligibility. The Determination states that an eligible measure is an act of relief or recovery that:

- is carried out to alleviate damage or distress arising as a direct result of a natural disaster; and
- is of a type described as a Category A, Category B, Category C or Category D measure.

16.2 Category A and B Arrangements

A Category A measure is a form of emergency assistance that is given to individuals to alleviate their personal hardship or distress arising as a direct result of a natural disaster. Assistance may be for one or more of the following:

- emergency food, clothing or temporary accommodation;
- repair or replacement of essential items of furniture and personal effects;
- essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition;
- demolition or rebuilding to restore housing to a habitable condition;
- removal of debris from residential properties to make them safe and habitable;
- extraordinary counter disaster operations of direct assistance to an individual (for example, operations to protect a threatened house or render a damaged house safe and habitable);
- personal and financial counselling aimed at alleviating personal hardship and distress arising as a direct result of the natural disaster;
- extraordinary costs associated with the delivery of any of the above forms of assistance (for example, costs of evacuation or establishment and operation of evacuation centres and recovery centres, being costs which exceed the costs that a state could reasonably have expected to incur for these purposes).

A Category B measure is assistance of one of the following types:

- restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;
- loans, subsidies or grants list in the Commonwealth Determination to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster;
- counter disaster operations for the protection of the general public;

Category B loans, subsidies or grants may be one or more of the following:

- a scheme of loans assistance at a concessional interest rate to needy individuals or voluntary non-profit bodies;
- freight subsidy to primary producers;
- interest rate subsidy to small businesses or primary producers; or
- grants to needy individuals or voluntary non-profit bodies.

16.3 Category C Arrangements

A Category C measure is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a natural disaster. Funding under Category C arrangements are activated on joint agreement between Prime Minister and Premier. The package comprises one or more of the following:

16.3.1 Community Recovery Fund

A community recovery fund is provided in circumstances where a community is severely affected and needs to restore social networks, community functioning and community facilities. Expenditure from the fund is aimed at community recovery, community development and community capacity building, and is administered by the State Government in close collaboration with local government bodies or other community bodies. The amount allotted to a community recovery fund will be determined at time of triggering assistance.

16.3.2 Recovery Grants for Small Businesses

Grants to small business may be provided where the business sector is severely affected and the community risks losing essential businesses. Grants to small businesses are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses. Under the 2012 Australian Government NDRRA Determination Recovery Grants for small business are for a maximum grant of \$10,000, up to \$25,000 under exceptional circumstances

16.3.3 Recovery Grants for Primary Producers

Grants to primary producers may be applied where the farming sector is severely affected, with threats to viability and disruption of production likely to extend beyond the current season. Grants to primary producers are aimed at covering the cost of clean-up and reinstatement, but not at providing compensation for losses. Under the 2012 Australian Government NDRRA Determination recovery grants for primary producers are for a maximum grant of \$10,000, up to \$25,000 under exceptional circumstances.

In order to qualify as a Category C measure in relation to a natural disaster, the recovery assistance must meet the following conditions:

- it either meets the intent of the community recovery package, or it contains only variations that have been approved by the Minister in writing;
- the use of that assistance has been approved by the Prime Minister in writing in relation to the disaster; and
- it meets any other conditions imposed by the Minister in writing.

The LRG should, in collaboration with the Disaster District, the State Recovery Coordinator and State Recovery Group, consider proposals for Category C funding for eligible recovery programs and activities. Early consideration, advocacy and implementation of Category C funding, where applicable, will greatly assist in reducing anxiety and minimizing losses among those affected by the disaster.

16.4 Category D Arrangements

A Category D measure is an act of relief or recovery carried out to alleviate distress or damage in circumstances that is, in the opinion of the Minister, exceptional. Category D arrangements are activated on joint agreement between Prime Minister and Premier when they are of agreed view that:

- the community is severely affected;
- additional funding is required to meet the particular circumstances of a severe event; and
- there is a need for special assistance above and beyond the standard suite of NDRRA assistance arises.

Category D funding is provided only in exceptional circumstances.

16.5 How to Apply for Category C or D Funding

Category C and D funding like all NDRRA funding is not automatic and must be based on defined need within the community. Evidence supporting such a need must be gathered by the LRG who should then advocate for the funding through the Disaster District, and the State Recovery Coordinator.

When advocating for Category C or D funding, the LRG should gather evidence of disaster impact, the losses incurred and the effect of such losses on small business, primary producers and the community in general (community needs analysis).

It is important that the LRG defines what specific actions / activities are needed to overcome the impact of the disaster. This is often best described in dollar terms in the form of cost/benefit analysis as part of a business case. Emotive argument unsupported by evidence of cost versus benefit for small business, primary producers or the general community will be unlikely to be successful in obtaining Category C or D funding.

This is particularly so when advocating for funding under Category C - Community Recovery Fund. The LRG will need to define the specific programs and activities that are needed to restore social networks, community functioning and community facilities in order to achieve effective recovery, community capacity building and community development. These programs/activities should address critical matters based on evidence and should be expressed in terms of costs (tangible and intangible) to the community and the impact of not providing adequate funding.

The LRG is supported by various State Government departments and agencies when advocating for Category C or D funding. Many of the programs and activities necessary to

recover the small business, primary producers and the general community will be undertaken by State Government lead agencies.

For example, the Department of Agriculture, Fisheries and Forestry may assist in providing both the evidence of need for loans to primary producers as well as developing the programs necessary to address that need. Equally, the Department of Communities, Child Safety and Disability Services can assist in defining community need and the programs / activities necessary to address them. Departments can assist in advocating for Category C or D funding for such programs through their departmental chains of command.

The LRG should work closely with State Government departments and agencies to develop specific business cases that detail the programs and activities required to address recovery needs on a cost benefit basis when advocating for Category C or D funding.

16.6 Other Funding Options for Recovery

In addition to funding provided through the NDRRA program there are other opportunities to fund appropriate recovery activities. These include, but are not limited to:

- disbursements from official appeals;
- donations of material or in-kind support from individuals, community organisations or businesses; and/or
- public/private partnerships.

These funding and support arrangements should, wherever possible be applied to specific recovery programs and activities as detailed in the Operational Recovery and Working Group Action Plans.

The LRG may need to consider a range of funding opportunities to ensure needed recovery programs and activities can be funded to completion.

17.0 Other Payments to Disaster Affected Individuals

17.1 Australian Government Disaster Recovery Payment

The Australian Government may provide disaster recovery payments of \$1000 per eligible adult/\$400 per eligible child affected by disaster. To be eligible, individuals must: (as at March 2013):

- be an Australian resident, and
- be 16 years or older or receiving a social security payment, and
- have not already received an Australian Government Disaster Recovery Payment for the disaster, and
- have experienced one or more of the following:
 - have been seriously injured
 - are the immediate family member of an Australian killed as a direct result of the floods
 - the applicant's principal place of residence has been destroyed or has sustained major damage
 - the applicant has been unable to gain access to their principal place of residence for a period of at least 24 hours
 - the applicant has been stranded in their principal place of residence for a period of at least 24 hours

- the applicant's principal place of residence was without electricity, water, gas, sewage services or another essential service for a continuous period of 48 hours
- the applicant is the principal carer of a dependent child who has experienced any of the above

Claims maybe lodged at Centrelink Offices or at designated recovery centres established in the disaster area.

17.2 Disaster Income Recovery Subsidy Payment (DIRS)

The Australian Government Disaster Income Recovery Subsidy may be offered to provide ex-gratia financial assistance to employees, small business persons and farmers who have experienced a loss of income as a direct result of a specific event. As at March 2013, eligible persons must meet all of the following criteria:

- be 16 years of age, or older, not a dependent child,
- be Australian resident and living in Australia for the period of time you receive the subsidy, or a foreign national living or working in Australia at the time of the disaster and for the period of time you are in receipt of the subsidy,
- derive an income from the area affected by the disaster, or reside in the area affected by the disaster; and
 - have experienced a loss of income as a direct result of the disaster
 - can show evidence supporting the claimed loss of income within 28 days
 - are not currently (at the time of lodgement) receiving another income support payment or pension (such as Age Pension, Newstart Allowance, service pension from the Department of Veterans' Affairs, or Exceptional Circumstances Income Relief Payment)
 - are not currently (at the time of lodgement) receiving an income support payment at the married rate to one member of a couple (such as Exceptional Circumstances Income Relief Payment, Transitional Income Support Payment, Interim Income Support Payment and Farm Family Support Payment)
 - if a member of a couple, must qualify as an individual.

The payment is subject to an income test to determine eligibility. Claims maybe lodged at Centrelink Offices or at designated recovery centres established in the disaster area.

18.0 Coordination of Donations and Offers of Assistance

Following disasters, it is frequently the case that offers of assistances; such as financial, goods and services, contra-arrangements or the donation of a person's time, start to overwhelm the affected area.

History has shown that most disaster affected areas are unable to cope with a large influx of donations or offers of assistance; often resulting in problems such as:

- Stewardship
- Proper disbursement
- Disposal of donations that did not fit the needs of the affected community

- Storage issues
- Health issues relating to donated food that has spoiled.
- Difficulty arranging effective means of donation transportation or delivery
- An inability to match offers of services with current needs.

Ultimately, the best and most versatile way of helping disaster affected communities is through a cash donation to a reputable disaster relief agency. In this way, funds can be allocated according to need, e.g. to purchase goods locally, the reconstruction of disaster affected areas, provision of medicine or food etc.

Where possible a wide spread blanket approach to distribution of funds should be minimised or discouraged to avoid raising community expectations that immediate assistance will be forthcoming for all disaster events; it is now known such assistance can foster community belief there is no longer a requirement for the community to take responsibility for their safety, recovery or basic measures to protect their property. If possible eligibility for financial assistance should be assessed on a case by case basis.

Whilst all efforts should be made to show appreciation; in the spirit in which offers of assistance are made, the local recovery group should work with the LDMG and disaster relief agencies in providing media releases on what is and is not needed at a very early stages of response and/or recovery.

19.0 Recovery Centres and Outreach Services

The Department of Communities, Child Safety and Disability Services is responsible for the coordination and setting up of Recovery Centres often known as *One Stop Shops*. Recovery Centres provide community members with access to a range of support services; offered by government and non-government organisations. These outlets engage the maximum number of the affected population by providing a unified point of contact and support to people requiring assistance.

One Stop Shops are a useful two way conduit of practical help, information and advice; they can also be a good means of assessing 'health checks' on the affected population.

Town Halls in the South Burnett local government area are designated for use as Recovery Centres should they be required to support recovery operations. A list of additional facilities that may be used as recovery centres should the Town Halls be unsuitable or not available is provided at Appendix 14. This list may be developed according to the needs of the situation.

The Department of Communities, Child Safety and Disability Services may also provide Outreach Services to address the needs of those unable to attend recovery centres. Outreach programs are usually based on teams of recovery workers provided by the Department of Communities, Child Safety and Disability Services who visit people in their homes and businesses to render assistance and determine needs. Outreach services are primarily designed to reach those isolated and will likely be a key strategy for the South Burnett area. The LRG may need to assist the Department in providing support services for outreach teams e.g. accommodation, local knowledge, etc.

20.0 Debrief, Review and Evaluation

A formal review and evaluation of the recovery effort should be undertaken at the conclusion of recovery operations. This is usually conducted on Stand Down.

The primary method of undertaking review and evaluation is through the conduct of debriefs after the event. A debrief in this context is the gathering of relevant stakeholders to review, discuss and document the learning from the event and the changes that need to be made to incorporate this learning.

20.1 Periodic Debriefs

Recovery can be a long process and debriefs may be undertaken at any time during the recovery process for any particular activity. Undertaking periodic debriefs will assist in capturing recommendations for improvement and may improve ongoing delivery of recovery services.

The LRC, LRG and Working Groups will determine the nature and extent of periodic debrief during the recovery process as part of ongoing continuous improvement. For example, a debrief of those involved in facilitating a public forum or community meeting should be conducted following the activity to determine how to improve for the future. Periodic debriefs of individual recovery programs and activities are encouraged and should be promoted by the LRC, LRG and Working Groups.

20.2 Final Debrief

At the conclusion of recovery operations formal Review and Evaluation processes should be undertaken of the entire recovery effort. The most effective way of undertaking this overall review is through a series of debriefs of Local Advisory Groups, Working Groups and the LRG upon Stand Down. Such debriefs should be conducted as close to the conclusion of recovery operations as possible.

Usually debriefs are conducted from the bottom up meaning that subordinate entities debrief first and their findings are included in debrief of the next higher group. On this basis, debriefs should, where possible, be conducted in the following priority order:

1. Local Advisory Groups
2. Functional Working Groups
3. Local Recovery Group

20.3 Debrief Framework

Debriefs should be conducted using an agreed framework to ensure all aspects are adequately covered. All participants must understand and adhere to this framework in order to effectively contribute to the review and evaluation process.

The debrief framework for review and evaluation of South Burnett recovery operations is based on responding to three primary questions:

- *What did we say we were going to do?*
- *What did we actually do?*
- *What can we improve upon for next time?*

This broad framework can be expanded depending on the nature of debrief. For example, debrief of the LRG and Working Groups may examine each of these broad questions against the major steps of the recovery process (see Table 2). A more flexible debrief framework may be needed for Local Advisory Groups.

20.4 Debrief Reports

Individual debriefs are to be documented using the framework applied to that debrief; and provided to the next higher level group in a reasonable timeframe after the event. The final review and evaluation report from the LRG is to be provided to the LDMG, Disaster District and the State Recovery Group no later than three (3) months after Stand Down from Recovery Operations.

PART C – Recovery Activities

21.0 Introduction

This part provides guidance to the LRG and the Working Groups on 'how to' conduct recovery operations. It draws from material provided in the Australian Emergency Management Australia – Community Recovery Handbook 2 which offers current best practice guidance on recovery.

This part is divided into four sections each aimed at one of the four pillars of recovery. This part should be used by the Working Groups to assist them in undertaking their function.

It should be noted that Recovery is essentially a creative endeavour aimed addressing and resolving problems and issues to achieve defined objectives. Each disaster will be unique and the recovery activities undertaken for each disaster event will often be unique to that event. This part is provided to guide the LRG and Working Groups by providing typical methodologies and considerations for recovery. It is not exhaustive and the LRG / Working Groups must recognise that a range of methodologies and considerations may be applicable to any particular event.

22.0 Recovery Project Cycle

The LRG and Working Groups should strive to manage recovery operations using the recovery project cycle. Figure 9 depicts this cycle.



Figure 9 – Recovery Project Cycle
(AEM Community Recovery Handbook 2)

Human/Social Recovery Activities

Human/Social recovery activities often begin spontaneously within a community and it is the role of the Human/Social Recovery Working Group to provide structure and resources to support, integrate and coordinate these spontaneous efforts.

This section outlines the range of social recovery activities and services that address aspects of safety, health and psychosocial wellbeing.

Appendix 13 provides a checklist or the Human/Social Recovery Working Group for human/social recovery activities.

23.0 Principles of Effective Social Recovery

There are five empirically supported principles to guide intervention efforts in the early to mid-term stages post-disaster. The five principles are concerned with:

- promoting a sense of safety
- calming (providing reassurance, strategies to reduce worry, fear, distress)
- enhancing 'self-efficacy' and 'community-efficacy', giving people a sense of control over positive outcomes
- promoting connectedness, encouraging support networks, helping people to feel part of their community
- instilling a sense of hope and optimism for the future

Effective recovery is strongly influenced by very practical issues such as food, housing, jobs and financial security. As a general rule, the more the community can be supported to rebuild the social and physical infrastructure, to return to their jobs and schools, and to regain financial stability, the greater the benefit for their wellbeing and recovery process.

The following seven indicators of social wellbeing may be used by the Human/Social Working Group:

- wealth
- employment
- amenity
- health
- social issues
- social belonging
- recreation and leisure

As a guide, the Human/Social Recovery Working Group should strive to:

- Provide timely and accurate information
- Re-connect people with their families, friends and community networks
- Empower people to manage their own recovery and to access practical assistance
- Provide engagement and emotional support at individual, family and community levels

24.0 Categories of Human/Social Recovery

Activities and services in the social environment are developed in the following categories:

- Safety and security
- Shelter, including accommodation in the short, medium and long term
- Health, including medical, allied health and clinical services, public health, water, sanitation, hazardous materials, food security, mental health support and health promotion activities
- Psychosocial support, including individual and community activities and services.

24.1 Safety and Security

Loss of life, injury, loss of shelter and threats to safety as a result of a disaster all impact on an individual's and/or a community's sense of safety and security. Social order and strong governance provide the sense of safety that people require to reduce their anxiety about the future. Disaster affected people will need timely information about safety, protection issues and mitigation actions to address emerging safety and wellbeing issues.

24.2 Shelter

A paramount concern for a displaced person is to have safe, alternative accommodation when their homes have been damaged, destroyed or is inaccessible due to contamination or ongoing hazard threats.

Ensuring displaced households and individuals have appropriate shelter (accommodation) is a key to ensuring their safety and commencing their recovery. Accommodation arrangements may range from short term to long term. Further information on building matters is provided in the section on infrastructure recovery.

The Human/Social Recovery Working Group should:

- Keep accurate and up-to-date records of where people relocate and their contact details
- Organise emergency accommodation in conjunction with local agencies
- Preferably arrange for transitional or longer-term accommodation on or near home sites of those people whose own homes are not habitable
- If people need transport, consider how this may occur
- Ensure privacy is respected and maintained at all times
- Establish a referral mechanism for psychosocial support.

24.3 Emergency and Short Term Accommodation

Emergency and Short term accommodation is considered to be that provided in Evacuation Centres during the response phase of disaster management. However it may include the use of hotels/motels, caravan parks, private houses including family and friends.

Arrangements for emergency or short term accommodation needs are managed by the LDMG during response with advice from the Human/Social Recovery Working Group and LRG to ensure long term accommodation impacts are considered.

The timeframe for providing emergency accommodation can range from days to weeks. It is usually planned for the immediate / short term (relief) stage of recovery, but in some cases

emergency accommodation may transition into medium term or interim accommodation. This may occur due to limited alternate options, when housing and accommodation services are unable to meet demand.

24.4 Interim/Medium term accommodation

Interim accommodation can be in a house, flat, caravan or similar and can continue for extended periods of weeks, months or longer prior to permanent housing becoming available. In some cases interim accommodation may transition into permanent housing.

Interim accommodation can also be provided by friends, family, community, business or government and non-government organisations.

The Recovery Working Group should work closely with Department of Housing and Works and the community to develop and implement appropriate interim/medium term accommodation to suit the needs of those displaced. Use of any of the following should be considered:

- Use of rental properties on the market
- Use of existing caravan park accommodation
- Use of tourism accommodation providers, particularly those who cater for longer term stays
- Transport of demountable buildings to designated locations e.g. showgrounds, existing caravan parks, or on or near displaced people's homes/farms.
- Community billeting using the resources offered by the community to provide longer term accommodation e.g. granny flats, etc.

Locations for temporary accommodation will vary considerably for each person/family. Temporary accommodation solutions should be tailored to meet people's needs as far as is practicable. Considerations for interim/medium term accommodation include ensuring equity, adequate safety and security as well as access to services such as:

- water/waste management, power and communications;
- health;
- transport;
- schools and work; and
- social services including social networks and support organisations.

24.5 Other Considerations for Recovery Accommodation

Other considerations for the provision of shelter may include:

- **Living with family and friends.** Displaced people may choose to stay with family and friends. While this may seem a good solution to meeting accommodation needs the Human/Social Working Group must understand that the stressors on displaced and host families co-existing in shared and/or cramped environments for extended periods can have a detrimental effect in social recovery, particularly over the medium to long term.
- **Spontaneous offers of accommodation.** Offers for temporary accommodation such as caravans, granny flats and spare rooms of homes often occur after a disaster. The Human/Social Recovery Working Group must ensure that managing

and coordinating these offers occurs and that all accommodation meets consistent standards of safety and suitability for the duration of the displaced person's stay.

- **Proximity of Temporary Shelter.** Most people whose homes have been destroyed or significantly damaged prefer to return to their house blocks or farms to be as close as possible to their home sites, livelihoods and communities. This should be considered when developing temporary accommodation plans and arrangements.

24.6 Health

Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease and infirmity. Queensland Health is primarily responsible for the provision of health care services to the community and should have effective representation on the Human / Social Recovery Working Group. Public Health Services are provided by both Queensland Health and South Burnett Regional Council and play a key role in recovery to reduce adverse public health affects after a disaster:

- Managing communicable disease issues - surveillance and review of morbidity that may be occurring in the community and subsequent implementation of interventions such as vaccine programs, if, for example, there is an increase in diagnosis of Influenza or Hepatitis A.
- health protection/environmental health—air quality, food and water inspections and advice (for example, to boil water, water tank quality, disposal of spoilt food stores, review of food preparation procedures in evacuation centres, etc.);
- inspections and review of sewerage and other contamination issues that may impact on the health of the community
- health promotion activities, such as information and advice about heat stress, clean up, health hazards (such as mould and asbestos), and other activities that aim to enhance self-care and prevention of later hazards in recovery

24.7 Psychosocial Support

Psychosocial impacts can be very broad and may be a result of how a disaster affects peoples' emotional, spiritual, financial, cultural, psychological and social needs as part of a community.

Disaster affected people often receive the majority of their support from their families, friends, colleagues and community organisations. In addition social recovery is enhanced through the provision of adequate food/water/shelter and the return of services such as transport, access, communication, power and health.

Psychosocial support builds on these measures by providing a variety of services that range from supporting individuals and households to communities through community development activities and projects.

Psychosocial support to individuals and households includes psychological first aid and personal support services (discussed further below).

Community Development activities/projects are often low cost, simple activities that provide the foundation for the establishment of a meaningful recovery program. They are focused on providing assistance in re-establishing social connections and functionality through group and community activities. Examples include:

- Neighbourhood barbeques
- Street meetings
- School activities
- Community recovery planning
- Spiritual and sporting events
- Ceremonies
- Planning for remembrance activities
- Virtual forums
- Impromptu displays such as photographs or artwork depicting the event and /or the community's recovery.

Figure 10 depicts the multiple layers of the community that should be considered when delivering human/social recovery services.



Figure 10 – The multi-layered aspects of the community
(AEMI Community Recovery – Handbook 2)

24.8 Psychological First Aid

Psychological first aid is a key component of psychosocial support, and provides a set of skills to underpin the effective provision of psychosocial support services. It is an evidence-informed approach based on common sense principles of support to promote normal recovery, and includes helping people to feel safe, connected to others, and calm and hopeful; facilitating access to physical, emotional and social support; and enabling people to be able to help themselves.

The goals of psychological first aid are to:

- reduce distress
- assist with current needs
- promote adaptive functioning

- get people through periods of high arousal and uncertainty
- set people up to be able to naturally recover from an event
- assist early screening for people needing further or specialised help
- reduce subsequent post-traumatic stress disorder.

Community leaders and other key members of the community can be trained in the principles and delivery of psychological first aid to ensure that an appropriate response is immediately available within the community and to allow community members to work alongside emergency support workers to manage community needs. Under the current Queensland State Disaster Management Plan, Uniting Care Community Queensland is a key agency involved in the Community Recovery process and has been delegated the lead agency in the provision of Psychological First Aid following a disaster event.

For anyone seeking to work as a Community Recovery Officer, Uniting Care Community Queensland offers a nationally recognised qualification in Psychological First Aid.

24.9 Personal Support Services

The term personal support services refers to the specific role within the social recovery workforce, which provides a diverse range of practical assistance coupled with physiological first aid for the immediate and early recovery needs of individual, families or groups of disaster affected people.

Personal support services can be provided by a wide range of personnel from government and non-government agencies and local communities. These personnel can be employees, trained volunteers or trained local community members who have the capacity and interpersonal skills to support people in distress. These personnel do not provide counselling or psychological services but should be able to recognise people with these needs and refer them to the appropriate service providers. These services are primarily provided and coordinated by the Department of Communities, Child Safety and Disability services and are evident in services such as Evacuation and Recovery Centres (one-stop shops); and Outreach programs.

24.10 Practical Assistance as a Component of Personal Support Services

Personal support personnel and key recovery agencies can provide, or ensure access to, a wide range of practical assistance. Practical assistance is usually available through evacuation and recovery centres and through outreach programs and can include:

- information about what has happened, services available and plans that are in place
- access to available communication such as telephone, satellite services, free internet access
- comfort and reception
- referral to other agencies
- reassurance and security
- material aid (food, water, toiletries, hygiene kits, bedding, clothing)
- time away for families (respite)
- reassurance and security
- child minding
- child/aged care services

- transport
- advocacy, legal aid, insurance
- pet care and foster care services
- support with clean-up
- meetings and forums
- assistance with funeral arrangements
- medication and medical care
- tracing relatives and loved ones.

24.11 Designing Individual and Household Psychosocial Support Programs

Several issues need to be taken into account when designing and delivering personal support services.

- The majority of disaster-affected people are not used to using welfare or social services and may find it difficult to approach, access or fully utilise emergency relief and recovery services.
- Some people may need specialist support that is not readily available or may require a complex mix of services to meet their needs.
- In identifying the need for individualised support services, recovery planning needs to consider the impact the event has had on local service providers – there may be a need to develop strategies to augment the availability of local community services to meet surge demand.
- Individualised support programs can graduate in intensity from self-accessed information to coordinated service delivery and case management approaches.

To be successful, delivery of individual and household psychosocial support programs should be:

- simple and easy to understand
- consistent
- accessible
- seamless
- have a single point of contact

25.0 Community Development Activities/Projects

Community development programs can be managed by the South Burnett Regional Council, local community organisations or the Department of Communities, Child Safety and Disability Services. The decision about the management of these programs is often related to local presence, community trust and capacity to manage.

To address the important recovery issues of family and community interaction, the organisation of social activities has proven very effective. Neighbourhood barbeques and local social events that make use of the arts, music, theatre or sporting activities all provide opportunities for people to mix, tell their accounts of events and work cooperatively to plan future events. Practical activities such as fence building or weed clearing can also include a

social component, and may be attractive to people who would not necessarily attend a 'social' event.

25.1 Managing Volunteers and Donated Goods

The management of volunteers and donated goods is best handled under the Human/Social Recovery Working Group as their effect is often felt at the individual and household level. Volunteers are often spontaneous and their service should be coordinated to ensure effectiveness. Uncoordinated volunteerism usually results in a long term lack of volunteers and ill feelings on behalf of those volunteering and those who could have benefited from a coordinated approach.

Volunteers take many forms from motivated individuals to organised and structured groups. They may be local or from outside of the local government area. Local level volunteerism is not normally high after disaster events as local people are often helping family and friends.

Donated goods will also spontaneously emerge as altruistic people and informal community groups seek to render assistance. If left uncoordinated and unsupported, they often attract donations of material goods that are either not needed, or which undermine the local economy.

The Human/Social Working Group should consider the need for a volunteer coordinator to help manage these things.

A volunteer coordinator is best sourced from within the local community and, where possible, should be a Council Officer to ensure the function is adequately resourced and that information regarding volunteering/donations is routinely made available to the Human/Social Working Group.

A guide to volunteer coordination is at Appendix 19.

25.2 Groups with Special Needs

It is widely recognised that men and women have different needs and human/social recovery activities and programs may need to be categorised by gender. This is particularly important for males who may find it difficult to acknowledge problems, to ask for assistance and to make use of naturally occurring support networks. Examples of types of social recovery networks for men may include:

- Men's sheds, which encourage men to work on projects that will have real and practical benefits for themselves and the community and at the same time, provide opportunities to talk over their issues with others seek advice and give help.
- Tool libraries which are a practical and tangible way for men to receive assistance with tools that may have been lost or damaged as a result of the disaster.
- Locally organised events relevant to the men in an area affected by an emergency such as sporting and leisure activities and other outdoor pursuits.

For many women, sharing their experiences is one of the most important aspects of their personal recovery. Programs that focus on ways in which women can interact, learn and share experiences are vital and may include:

- Rural women's networks

- Locally organised events relevant to the women in an area affected by the disaster such as pampering weekends, gardening groups or women's health information sessions.
- Support groups that facilitate the sharing of stories and experiences.

25.3 Children and Young People

The additional needs of children and youth need to be considered by the Human/Social Working Group. Considerations include:

- Recognition that children and youth are uniquely vulnerable following an emergency event and require targeted and specialised support
- Children are not little adults and should not be managed in the same way as the adult population
- There is no one size fits all approach to recovery for children and youth and recovery plans must consider the developmental stage of those affected.

The importance of family and community support in helping children and young people overcome the impact of their experiences cannot be overstated. Parent information sessions that provide advice and information to parents on ways to support their children may be beneficial.

Local schools are key community organisations that can provide support to the younger members of the community. Engaging with schools and education facilities to gauge the level of impact on the young people in a community and involving them in development of plans and activities will assist in ensuring young people are cared for after a disaster.

The Human/Social Recovery Working Group should consider providing information to school and childcare centres perhaps through newsletters that explain the activities and support that are available to young people and children. While schools are an important conduit to reach young people and children, consideration must be given to supporting young people after school or during school holidays or closures. Holiday programs and mobile playgrounds may be useful to provide suitable activities to children and young people.

25.4 Culturally and Linguistically Diverse Communities

Non-English speaking people may be especially vulnerable to prolonged impacts following a disaster by virtue of their inability to communicate well with emergency and relief workers, and their difficulty accessing information that helps them to make sense of the event and its aftermath.

Different cultures approach and react to disasters in different ways. This can potentially cause tensions in the broader community if these reactions are not understood by others. It may mean that minority groups in the community can feel left out, marginalised and misunderstood if they do not understand or cannot relate to the recovery processes put in place by the government and other organisations. They may also feel unable to express and manage their grief or distress in their usual ways.

Refugees and asylum seekers can be particularly vulnerable, especially if they have suffered extreme hardship and trauma in their countries of origin. Indigenous groups are also particularly vulnerable and have specific needs that should be considered. The LRG and Human/Social recovery Working Group (if established) should be aware of the different cultural groups in the community and should ensure that appropriate recovery services are made available to meet their needs.

25.5 Aged

Members of the aged community can be incredibly resilient but in other cases are particularly vulnerable during a disaster. Their experiences in a series of events such as wars, the Depression, bushfires, floods and droughts, which demanded great self-reliant resources, gave them the strength to deal with unusual circumstances.

People who are older, however, may be isolated, frail, suffering from chronic illness or dependent on others for transport, meals and self-care. Some older people may have lived in the community all their lives and suddenly be put in a position of needing to relocate, in addition to losing a lifetime of memorabilia and familiarity.

The Human/Social Recovery Working Group needs to quickly establish who these people are and where they are located in the community and link them into aged care services that can help them re-establish a sense of safety and security as quickly as possible. In the same way that children and youth may be brought together to help them talk about and process their experiences of the disaster, it may be helpful to organise groups of aged people to get together and share stories and information.

25.6 Support for the Bereaved

People who are bereaved are an example of a vulnerable group that needs specialised support and attention. The bereaved group will include surviving family members who directly experienced the emergency event and family members who did not, so plans need to be made to identify extended family members who may not be local to the community of impact.

Counselling services should also be identified to assist with grief and bereaved communities. The Human/Social Recovery Working Group should maintain close liaison with the police and the coroner's office to ensure clear communication about support services is available to bereaved groups.

Bereavement services are led by the Department of Communities, Child Safety and Disability Services

Services may include:

- one-on-one and family counselling
- bereavement support groups
- delivery of an annual commemorative event, including consultation and input from the bereaved community

25.7 People temporarily separated from, or have lost, their companion animals

Companion animals can help people to maintain their social, emotional and physical wellbeing. Companion animals are significant partners in many people's lives.

Increasingly, research shows that companion animals can also contribute to the recovery and maintenance of both physical and mental health.

The Human/Social Recovery Working Group should:

- Recognise that restoring animal-owner links in the aftermath of evacuation is an important aspect of social recovery and return to normalcy

- Recognise that the grief from loss of companion animals can be as equally powerful for some people as other losses, and this should be recognised in access to services and remembrance activities
- Work with animal welfare agencies (for example, the RSPCA) and take the opportunity to use volunteer support to provide services related to animal welfare.

In addition, loss of stock and native animals can cause distress in both children and adults. Arrangements for the care of stock and native animals should be provided for and information on them given to the community.

25.8 Cultural and Spiritual Factors

The Human/Social Recovery Working Group should be aware of and respect the cultural and spiritual world views that shape many communities' views of the disaster.

Cultural and spiritual symbols and rituals can provide an essential dimension to the community recovery process. Rituals and symbols provide something that is familiar and comforting in times of uncertainty and change. Commemorative events and memorials can assist the community to interpret and share their emotions and collectively make sense of the disaster.

Communities identify symbols and rituals (for example, spontaneous floral tributes at or close to the sites of a disaster, and probably beginning in the immediate aftermath).

The Human/Social Working Group should note that that these symbols may be identified pre- or post-disaster. If these are recognised, supported and coordinated as part of the recovery process, which is owned by the community, they will provide the focus for cultural and spiritual activities.

Remembrance activities must recognise that all people are affected and have equal rights to participate in planning commemorative events or permanent memorials.

Memorialisation has traditionally honoured a society's dead, so there is a tendency to focus upon the bereaved. The Human/Social Recovery Group should facilitate processes that are sensitive to the wishes of the bereaved, but that are inclusive of all people affected by the disaster.

These activities assist in the long-term integration of the emergency or disaster into the history of the community. Often these activities can be conducted on anniversaries or other significant community occasions.

26.0 Community Development Officers

In some circumstances it may be necessary to provide additional resources to support the community development component of the recovery process. In particular, the employment of one or more community development workers may be necessary to facilitate a range of activities which will enhance the recovery of individuals and the broader community affected by any given event.

Funding for Community Development Officers will vary however may be funded as part of a Community Recovery Package under NDRRA Category C funding. The Human/Social Recovery Working Group should consider the need for one or more Community Development Officers and prepare funding submissions and business cases to the Local Recovery Group to enable advocacy for appropriate funding.

Further guidance on defining the needs for such officers, their recruitment, selection and roles and responsibilities is contained in Emergency Management Australia's – Community Development in Recovery from Disaster Guideline.

Infrastructure Recovery

27.0 Introduction

Depending on the nature of the event, infrastructure recovery may cover significantly more scope than simply the restoration of essential services. The built environment is the physical foundation of our society and damage to any part of it may have widespread impact on many sectors of our community.

The complex character of the built environment is highly regulated and legislated, has a mix of public and private service providers, and has evolved over a long period of time so that it incorporates facilities built to different standards. Ownership of elements in the built environment brings another layer of complexity. Parts of the environment may be owned by multinational companies, individuals, government, community groups and all manner of other entities.

Recovery of the built environment also provides opportunities to rebuild to meet the needs of the future environment.

It supports the recovery of the social, economic and natural environments of the community.

A coordinated response across levels of government, the private sector and the community is necessary to resolve complex infrastructure recovery issues.

It is therefore important that the Infrastructure Recovery Working Group's membership reflect the scope of infrastructure recovery required as defined in the Community Recovery Needs Analysis.

This section details the matters the Infrastructure Recovery Working Group should consider when addressing Infrastructure recovery.

28.0 Categories of Infrastructure Recovery

The following categories of recovery will need to be considered by the Infrastructure Recovery Working Group:

- Essential Services
- Rural Infrastructure
- Residential Infrastructure
- Commercial/Industrial Infrastructure
- Public Buildings and Assets

29.0 Essential Services

29.1 Communications Network/Systems

Communication systems are essential to effective recovery. Communications underpin social and business networks and are essential in ensuring effective public information. The Infrastructure Working Group should involve the Communication sector to assist in prioritising communication network repair and reconstruction.

29.2 Energy Supplies

This includes liquid fuel, electricity and gas. Consequences of loss of energy supplies may be widespread. The Working Group should consider the following possible impacts of power supply disruption:

- Perishable food spoilage
- The impacts on supply of essential services, such as water, sewerage and gas
- Failure of communication and information technology-based systems
- Disruption to fuel distribution
- A potentially high demand for portable generators
- Security and safety concerns due to lack of lighting and loss of traffic lights and rail signals, compromising transportation
- impacts on commercial and industrial activities
- impact on primary production
- impact on other key essential services such as food storage and food distribution
- Implications for the location of a recovery centre
- Difficulties in maintaining accommodation for displaced people and recovery workers
- Problems for medically dependant residents who require electricity.

The Infrastructure Working Group should involve the Energy Sector to assist in prioritising energy repair and reconnection.

29.3 Water Supply, Treatment and Sewage

The consequences of damage to the water and sewage infrastructure may be widespread. The Working Group should consider the following possible impacts:

- Impact on the quantity and quality of water for community and commercial use.
- Impacts community health caused by failure of sanitation systems
- Firefighting may be compromised.
- Overflows caused by blockages and local flooding may lead to flooding of homes and businesses.

29.4 Transport Networks

Transport networks, including road, rail, aviation, and the infrastructure that supports them, can be affected during an event. Restoration of these networks is a priority in support of recovery.

29.5 Food Production and Food/Merchandise Distribution

Following an event some households will have sufficient food and groceries to sustain them for a period of time, but many will not. The food and groceries industry suggests that on average 95% of households have between two and four days of pantry supplies and that 40% of meals are purchased and consumed outside the home. People in rural areas however may have significant pantry supplies due to their experiences and location.

The impact on the food supply chain depends upon the extent of the event. The food supply chain is very flexible and can respond very quickly where the event is regionally contained. However, in the affected area supplies may be limited due to the direct impact of the event

and panic buying by the community. The food supply chain is also the primary channel to market for a range of essential household health, sanitary, cleaning and disinfecting supplies.

Restoration of the food supply chain is a priority.

29.6 Health and Community Service Sector

This includes aged care, hospitals, and health care facilities (general practitioners, chemists). Health and community services are primarily delivered from premises within the built environment. Damage and disruption to these premises reduces the capacity of the service system to meet the existing and emerging health and psychosocial needs of the community.

At the same time, a disaster event almost always carries with it the likelihood that people will be killed or injured and/or experience emotional trauma. The demand for medical and personal support is likely to increase, which will place extra burden on a community with an already diminished capacity.

Impacts within health and community services include:

- hospitals, clinics and aged care facilities and/or their equipment may become damaged and inoperable—disruption to water, gas and power will also severely restrict the services these facilities can provide even if they continue to function,
- damage to supported accommodation facilities for housing vulnerable people (frail, aged and people with disabilities), which may put them at higher risk of harm
- public health concerns that arise with the displacement of large numbers of people (including into temporary accommodation)—the interruption and disruption of utilities and sanitation creates a high risk of infectious disease outbreak.

29.7 Sanitation (liquid and solid waste disposal)

The level of sanitation may well be severely compromised and result in a risk of infectious disease outbreak or spread. In addition to contaminated water, risks can result from:

- Rotting food
- other contaminated materials, such as soft furnishings, papers and even building materials
- dead animals, including pets and farm animals

29.8 Security

Security infrastructure such as fire alarms and security lighting and cameras may all be impacted. Security issues following an emergency may also relate to a crime scene or coronial inquiries. The forensic requirements of these issues can hamper recovery of the built environment. Looting may also be an issue requiring additional security resources. Damage to buildings presents genuine concerns for the security of premises and possessions.

30.0 Rural Infrastructure

Damage to rural areas can impact on livelihoods and on living conditions. For rural people, the loss of their homes may result in dislocation from their livelihoods. It may be very difficult for them to remain living onsite to maintain their enterprises.

The following aspects of rural infrastructure may be damaged:

- fences
- pasture
- machinery
- sheds
- irrigation infrastructure

Other specific rural issues include:

- the length of time needed to restore livelihoods in rural areas may be extended
- there may be a difference between commercial and hobby farmers
- the impact on livestock by loss of fodder and pasture and the consideration to sell, agist or cull livestock may be foremost in farmers' minds
- biosecurity can be compromised by damage to fences or movement of soil or water.

31.0 Residential Infrastructure

Residential losses can occur in the following categories:

- houses, home units, apartments, flats, sheds, mining camps
- nursing homes, hostels, aged care facilities
- boarding houses, hotels, motels, caravan parks
- residences in commercial buildings and businesses.

32.0 Commercial / Industrial Infrastructure

Much of the economic activity in a community is driven by the commercial and social networks that depend on the built environment. Demand on most commercial facilities increases during the recovery period but the capacity to supply need is often hampered by the damage to the built environment.

Damage or disruption to commercial facilities and infrastructure may inhibit the community's access to the services and support provided by:

- transport
- banking and finance; for example, cash accessed by automatic teller machines
- employment
- hospitals and emergency facilities
- tourism
- supply chains, such as for food (supermarkets, warehousing and transportation offices), fuel, hardware and building supplies, chemists and suppliers of other controlled substances.

Adverse affects of damage to commercial facilities can include:

- Contaminated debris; for example, hazardous waste (asbestos)
- Health hazards; for example, biochemical, animals, food

33.0 Public buildings and Asset Infrastructure

For a community to function or to be viable, it requires operational public buildings and assets, including:

- community/neighbourhood centres
- schools
- kindergartens
- places of spiritual worship
- sporting clubs
- cultural centres
- entertainment venues
- restaurants and cafes
- heritage listed properties and cultural icons
- parks & gardens, public spaces and amenities

Each facility has the potential to help considerably during the recovery, but may be unable to perform its community functions if damaged. The community is reliant on the restoration or replacement of the above infrastructure to re-establish and function.

34.0 Infrastructure Recovery Planning

In planning infrastructure recovery, the Working Group must:

- have contingency plans to allow work to be done, despite the immediate difficulties (including reduced transportation and communication services)
- recognise the strong links between infrastructure recovery and human response to emergencies and disasters
- prioritise infrastructure restoration and its eventual recovery according to the importance of the service that the infrastructure supports
- recognise that people may be traumatised if they feel that their buildings have not protected them or if they have suffered loss as a result of the event
- recognise that these feelings of loss and deprivation will be heightened if the normal community structures for support are not in place, and if the damage to infrastructure places further threats on their continued wellbeing
- understand that reconstruction of the infrastructure by external parties can alienate the community unless the community is involved in the formulation of recovery strategies.

35.0 Stages/Key processes in Infrastructure Recovery

The key steps in infrastructure recovery planning include:

- Understanding what needs to be done to recover
- Identify external constraints and internal organisational restraints
- Prioritise tasks
- Put in place short term /interim fixes
- Identify the resource and material requirements
- Strategic planning (including long term recovery outcomes)

These are amplified in the Table at Appendix 14.

36.0 Infrastructure Needs Assessment

Infrastructure assessments may be categorised into three separate activities:

- **Initial assessments** which are usually undertaken in the first few hours after impact during the response and immediate/short term (relief) stage of disaster management. These assessments usually only provide an indication of the scale of the problem and allow for response and relief operations.
- **Rapid impact assessments**, which are usually conducted within the first 24 to 48 hours after impact and involves the sending out of damage assessment teams to make first hand assessments. Rapid Damage Assessment can be undertaken by Queensland Fire and Rescue Service is an example of this form of assessment.
- **Detailed assessments**, which are normally conducted within the first 72 (+) hours and which informs the development of the Recovery Operational Plan and the Infrastructure Recovery Action Plan.

When gathering information for infrastructure recovery assessments, the Working Group should consider:

- power
- water
- gas
- fences
- roads
- rail
- communication networks (exchanges, etc.)
- hazard footprints, locations
- displaced people
- food supplies and food and merchandise supply chains
- alternative access points
- damaged residential and commercial buildings
- damaged hospitals
- dam walls

Complications in damage and impact assessment often occur because:

- owners of properties are not present at the time of inspection

- professional advice may be needed and may not be readily available
- organisations and individuals have differing priorities and agendas which impacts on the timeliness and relevance of the impact/damage assessment
- data on damage may not be complete due to inaccessibility
- insufficient resources available to analyse impact data and needs
- data reporting in a variety of incompatible formats

37.0 Reconstruction

Reconstruction is generally more complex than regular building and development activity. Some of the key issues to be considered by the Working Group include:

37.1 Planning for reconstruction

- **Community consultation.** Works should be prioritised and staged (i.e. temporary fixes with more detailed solutions developed over longer time frames) in consultation with the affected community.
- **Assessment.** There are likely to be differing assessments e.g. insurance versus those affected. Limited assessments done early may miss things or under report or over report the scale and nature of damage. Damage may be missed by inexperienced or overwhelmed assessors.
- **Environment.** There is a need to reduce exposure to future risk or creation of new risk from reconstruction effort
- **Regulation and Frameworks.** Temporary relaxation of planning regimes may allow buildings and structures to be built that reinstate pre-disaster vulnerabilities /threats. In addition, house repairs might not have to meet new building codes, whereas rebuilding is usually to the new standard. Decisions need to be made regarding the tenet of 'build back; build back better'; this will inevitably involve input from insurance providers. Underinsurance and low damage write-offs may place a significant burden on building owners and the Recovery Working Group may engage with insurers and building owners to assist in negotiations.

37.2 Approvals and Planning

Appropriate standards for reconstruction may not always be clear. Buildings must conform to the current building regulations at the time of their construction, however, over time, these regulations may change. This can cause difficulties for owners, insurers and financiers. In addition, supervising the reconstruction may bring other problems.

Many people may not be aware of the need to apply for building approval for major repairs and may try to start major repairs without approval – in the confusion of clean up and general construction activity, their work may go unnoticed.

Although temporary repairs to give some amenity are accepted in the early stages of recovery, some temporary repairs may become incorporated into the final structure without approval

Additional staff to approve and inspect building and construction will likely be required to augment existing staff overloaded with planning and approvals.

Planning processes may need to be streamlined to ensure quicker turnaround to those affected by disaster.

Volunteers may be required to show that they are appropriately qualified, particularly interstate trades people who may not be familiar with Queensland requirements for building and construction.

38.0 Implementing Reconstruction

Wherever possible, the Working Group should encourage the use of local contractors for reconstruction and building tasks. This enables local work opportunities and supports the local economy. Local contractors also have local knowledge.

Delays in reconstruction are inevitable either because of continuing hazards, the scale of the event and / or the availability of resources. Lack of funding can also cause delays. The Working Group should seek to minimise delays wherever possible to alleviate stress in the community. Where delay is unavoidable, the Working Group should engage with the community to provide public information and to confirm temporary arrangements.

Many organisations involved in recovery may be contracting work or issuing tenders. Normal tendering, awarding work and contracting processes should be followed. The Working Group should encourage all organisations to ensure they adopt sensible and accountable procedures for the contracting of services.

The changing nature of recovery means that:

- staged reinstatement may be needed to deliver some quick but temporary outcomes that address the immediate needs (with later work required to address longer-term needs)
- plans may need to change to meet the changing needs
- at all stages, time should be set aside to reflect on the decisions that have been made and to make sure that they provide the best solutions—in some cases, rushed decisions are not necessarily the best ones
- communication (both by listening and talking) is important with all stakeholders—this includes the Working Group and Local Advisory Groups.

39.0 Other Considerations

39.1 Make Safe

It is important that safety and security is maintained throughout the recovery process. There is a risk that people will not maintain normal safety measures and procedures in their haste to effect repairs and restore some sense of normality to their lives e.g. ensuring that only appropriately qualified people perform work. The term 'make safe' means many things and can include:

- classifying structural soundness
- establishing safe areas by removing hazards
- maintaining health, public health and safety standards
- managing ingress and egress routes
- receiving suitable sign off

- requesting domestic and industrial consumers of gas, water and electricity to shut off equipment to preserve limited supply.

The Working Group should plan for and implement programs that promote and enhance safety in building and construction. Agencies such as the Building Services Authority and Trade Unions can assist in these matters.

39.2 Clean Up

A significant volume of damaged material must be removed prior to the construction of new facilities. In many cases this operation must be performed to restore amenity to the community.

- **Clean-up operations include:**
 - removal of debris and other matter - green waste, building waste
 - removal of rotting food from shelves and refrigerators in commercial establishments and houses (both attended and unattended)
 - removal and disposal of hazardous substances (for example, asbestos containing material, dust from fluorescent tubes)
 - removal of enviro-hazards (for example, oil or chemical spills, copper and arsenic, treated timber, lead, silt, flood debris which may become a future fire risk)
 - disposal of carcasses from pets or agricultural animals—this may require special disposal and Environmental Health Officers should be consulted for appropriate areas and requirements
 - processing waste—grinding, compacting, recycling
 - disposal of medical waste, including pharmaceutical waste—this may require special supervision and disposal at secure sites (consult Environmental Health Officers)
 - managing and removing debris that presents a safety hazard to the community and may require special steps to remove (for example, glass in school playgrounds)
- **Handling, safety and regulation**
 - a need to take care with removal, handling and disposal of hazardous substances (for example, lead or asbestos-containing products)
 - calculating the logistics of moving the waste and debris—i.e. transport
 - heavy equipment within built-up areas and high traffic levels at the disposal site may impact communities
 - consulting with the Department of Environment and Heritage (obtain sign-off) for some disposal processes
 - assigning landfill and burial sites—these may have to be new sites and would be subject to permissions and approvals
 - obtaining specialist services/contractors/expertise
 - obtaining suitable sign-off at the commencement of the work or on completion of debris removal—the requirements for these may vary for different services

- disinfecting water-damaged facilities and other areas where there is concern about continuing health and amenity of the facility
- maintaining normal safety measures through all operations
- **Site-specific issues**
 - work performed on and around heritage-listed facilities may require special permissions
 - working in an environment affected by coronial matters—where there are deaths associated with the event, or crime has been associated with the event, the access to the site may require clearance from Police or Coronial Staff.

Economic Recovery

40.0 Introduction

Disasters can cause devastating and widespread economic impact. Houses, business and community infrastructure may be damaged or destroyed and people's livelihoods may be temporarily and sometimes permanently disrupted. While physical damage is the most visible economic impact, less obvious impacts such as loss of income from disruption of trade can often be more significant and extend well after infrastructure has been repaired or replaced.

41.0 Categories of Economic Impacts after Disaster

Table 7 outlines the categories of economic impact at the household and business/industry levels:

Household	Business/industry
Loss of employment and income (loss of livelihood)	Loss of supply chain networks
Loss of household assets	Loss or damage to business assets
Instability or loss of social networks	Loss of employees due to business closure and migration of skilled staff
Increased costs due to short supplies of goods and services	Infrastructure damaged or devastated
Lack of childcare and school facilities	Damage to or loss of natural resources

Table 7 – Economic and financial impacts of disasters at the household and business / industry level
(derived from AEMI Community Recovery, Handbook 2)

Livelihood - Communities are economically disadvantaged when individuals are unable to work, either because their place of employment has been impacted by the emergency event or by other disruptions, such as school and childcare closures, which necessitate children being cared for at home. Being able to work in paid employment or to run a business profitably empowers affected individuals and motivates communities to regain charge of their lives by meeting their own needs as they best see fit. The consequences of extended periods of downtime in trading or production can result in: bankruptcy, forced sale of businesses, forced sale of stock, business closure, loss of experienced workers, loss of supply chain linkages and/or a depleted customer base due to temporary or permanent population shrinkage or as a result of an influx of material donations to the area.

42.0 Economic Impact Assessment and Needs Analysis

Assessing the impacts of emergencies and disasters is integral to the recovery process. Impact assessments provide communities and policy makers with invaluable information about how a disaster manifested and what needs to be done to return the community to normal as well as helping to identify strategies to build back stronger. These assessments can inform future disaster risk management, as well as broader sustainability goals.

42.1 Measuring Economic Impact

Measuring the economic impacts of a disaster can be a complex undertaking and needs to be strategic in nature. It therefore requires thorough planning. The principle reference for

disaster loss assessment in Australia is: Emergency Management Australia, Disaster Loss Assessment Guidelines, 2002. It provides guidance on assessing disaster loss primarily for the purpose of planning and justifying future risk mitigation and community resilience measures.

Due to the complexity of undertaking an economic impact assessment, some specialist expertise will be required. At a minimum some members of the Economic Working Group should have formal experience or training in disaster loss assessment or economics. Organisations like BIEDO can assist in developing a broad economic impact assessment including disaster loss.

Economic impact assessment attempts to quantify, in a common unit (dollars), all impacts (both costs and benefits) possible. Importantly, the *economic* in economic impact assessment applies not only to goods and services that are traditionally traded in the market place, but also to the value attributed to social and environmental assets. Economic impact assessments are conducted to ensure long term economic outcomes can be visualised and planned for.

42.2 Economic Impact versus Financial Impact

Economic impact assessment is distinct from financial impact assessment. Economic impact assessment includes *all* impacts on a community while financial impact assessment often concerns a single economic unit such as an industry, business or household. In the early stages of recovery, the Economic Working Group may well focus on the conduct of a series of financial impact assessments (across sectors) which will in turn collectively help inform the overall economic impact assessment.

42.3 Tangible versus Intangible Impacts

As well as direct and indirect impacts, economic impacts are typically divided into tangible and intangible impacts:

- tangible impacts—the loss of things that have a monetary (replacement) value (for example, buildings, livestock, infrastructure)
- intangible impacts—the loss of things that cannot be bought and sold (for example, lives and injuries, environment, memorabilia, heritage).

Tangible impacts are typically easier than intangible impacts to assign a dollar value to because they are traded in the market place. Intangible impacts are much harder to assess. Intangible impacts are often described as a ‘catch all’ that includes all those costs that are very difficult to estimate, for which there is no agreed method of estimation and for which there is no market to provide a benchmark. However they should be considered and included appropriately in impact assessments.

42.4 Direct/Indirect impacts on Sectors

Impact assessment may be undertaken by identifying impacts, both direct and indirect on key community sectors. Table 8 outlines some considerations for the assessment of direct and indirect impacts on the key sectors of the community.

Sector / area of impact	Direct	Indirect
Residents and	Structural (roofs, walls etc.) Contents (furniture, floor	Additional costs (alternative accommodation and transport,

Sector / area of impact	Direct	Indirect
households -	coverings etc.), External (swimming pools, gardens etc.). Death and injury.	heating, drying-out costs, medical costs etc.)
Public Infrastructure, community facilities and natural environment	Damage to or loss of roads, bridges, dams, sports grounds and facilities, schools, halls, parks, waterways, bushland.	Transport (traffic delays, extra operating costs etc.) Loss of computer-controlled systems Loss of other lifelines (electricity etc.)
Business enterprises and supply networks	Structural damage to buildings such as shops, factories, plants, sheds, barns, warehouses, hotels etc. Asset damage or loss: farm equipment, food, records, product stock (finished manufactured products, works in progress and input materials), crops, pastures, livestock, motor vehicles, fences or irrigation infrastructure, contents damage to fixtures and fittings (carpets etc.), furniture, office equipment. Virtual business interruption.	Impact on production (manufacturing, agriculture, services etc.) Impact on income/trade/sales/value added (tourism operators, retail traders etc.) Increased costs (freight, inputs, agistment etc.) Loss of supply chain networks Increased work (construction industry) Opportunity to renew struggling business
Government	Loss of rate base – for example if population base shrinks or council waives rate payments as a gesture of goodwill	Costs of implementation of royal commission recommendations Increased demand on government services (education, health etc.) Loss of business continuity (state government may provide case management involving significant resources to be redeployed immediately for long periods) Loss of tax revenue Cost of engaging extra resources and/or backfilling positions

Table 8 – Direct and indirect economic impacts of disaster on key community sectors
(Derived from AEMI, Community Recovery Handbook 2)

43.0 Guidelines for Economic Recovery

The following guidelines for economic recovery and the supporting strategies provide a framework for the Economic Working Group in developing economic recovery programs after a disaster:

- economic recovery strategies are an integral part of the overall recovery management process

- coordination of all recovery programs is needed to support and enhance the economic structure
- it is important to recognise that affected people need to re-establish their means of making a living to enable them to manage their own recovery
- response and recovery actions actively support the recovery of business and industry
- the best outcomes are achieved when business and industry is returned to activity as early as possible
- adaptive change is adopted in light of previous knowledge of the sustainability of business and communities, and strategies
- business and/or industry representatives must participate in economic recovery decision making
- it is important to retain skilled workers in the affected area through paid employment
- it is important that measures are taken to mitigate the impacts of future disaster on business continuity.

44.0 Economic Recovery - Management Strategies

Examples of specific management initiatives include:

- formulate short-term business survival strategies
- identify all aspects of the economic impact of a disaster and continue to assess, analyse and monitor to inform the level of support required by community
- plan (from the beginning) for the transition back to mainstream service provision
- establish and maintain communication channels between community, business, industry and government representatives in the community
- proactively seek and involve investment and technical assistance parties from within and outside affected communities
- facilitate local advisory groups as required that are representative of business, industry and employee groups
- ensure communication strategies incorporate information around economic recovery support to the broader community
- support and facilitate the development and maintenance of partnership arrangements to enhance economic activities
- establish positive images to attract visitors when appropriate
- report information on the effectiveness of the economic recovery program to all stakeholders
- develop risk management assessments for the economic recovery program
- avoid duplication of services and identify gaps
- maintain confidentiality and privacy principles
- ensure monitoring, evaluation and reporting processes are embedded in all economic recovery activities.

45.0 Economic Recovery - Service Delivery Strategies

Examples of specific service delivery include:

- develop a comprehensive list, including contact details, for all available and accessible financial and economic services for disaster-affected people (for example, government agencies, banks, insurance companies)
- ensure the broader recovery workers know the range of services available and appropriate referral processes
- facilitate the provision of financial assistance measures in a timely, fair, equitable and flexible manner
- provide material aid where it is appropriate (for example, to isolated properties)
- facilitate the provision of financial counselling and management services
- ensure economic and financial services and/or information are coordinated and provided by a variety of means and use the existing communication networks within communities
- provide community awareness on how to source information regarding the validity of goods and services being offered by businesses seeking opportunities within the disaster-affected localities.

46.0 Economic Recovery - Enabling Initiatives

Examples of other initiatives include:

- encourage response agencies to implement procedures to support economic recovery (for example, local employment program for clean-up)
- support and promote opportunities for sustainable economic recovery
- actively work/negotiate with financial institutions on behalf of affected people and businesses
- advocate for the return of evacuees into the affected area as soon as possible when the environment is safe
- procure goods and services via local businesses and tradespeople wherever practical (for example, use local electricians for power safety checks and repairs, encourage agencies to employ local residents and to purchase resources and services locally)
- value and build on the local capacities of services that support economic activities (for example, childcare services and non-profit groups)
- build on local/regional/state/territory industry and business organisations and their networks (for example, home business network, tourism boards, chambers of commerce)
- encourage the community to buy locally through known and trusted businesses
- facilitate the creation of work placement projects (for example, clean-up activities)
- to provide short-term paid employment to retain skilled workers in their current location while they await their former place of employment to recover and re-open
- facilitate the provision of government grants, appeal distribution and charitable payments as financial, rather than material, assistance in support of economic and local business recovery.

47.0 Financial services

The purpose of financial assistance measures is to support those in need, while encouraging appropriate personal responsibility. Resilience and preparedness (such as appropriate and adequate levels of insurance) are to be encouraged.

The recovery of communities from the effects of emergencies and disasters is assisted by a range of financial measures, which provide a source of funds to businesses, local and state/territory governments, householders and the community to assist with and promote recovery. These sources include insurance and may also include government provided natural disaster relief and public appeals (depending on the severity of the event). Assistance may also be provided by banks (for example, the suspension of mortgage/loan repayments and provision of financial counselling and advice), and the Australian Taxation Office has developed a Disaster Response Framework.

Communities should be encouraged to explore their own resources, and to plan and be prepared for an emergency event. Changing community expectations and the political landscape have historically impacted on the provision of financial services.

The need for financial assistance measures such as insurance, Australian and State government assistance and appeals are critical after disaster because of the effect on people's employment and income stream—more commonly referred to in the international humanitarian assistance literature as livelihoods.

The various State and Australian Government financial support packages are detailed in Part B under Funding Disaster Recovery.

48.0 Financial assistance—Public Appeal Funds

The Australian community has, historically, come to the aid of people affected by disasters through monetary donations to public appeal funds. Although this generosity cannot be assured in the future, and is not part of the South Burnett contingency arrangements, public appeals need to be considered.

A State public appeal is often established after large disasters affecting a significant portion of the State. However, many people wish to donate to help a particular area impacted by disaster. Local appeals run by community organisations are likely to emerge in the aftermath of a disaster. Focusing on a single local appeal to help support recovery disaster impact is preferred although it must be acknowledged that smaller collections of cash will occur within community groups. These should be directed to the relevant local appeal or to the State appeal as appropriate.

The LRG should promote a single local government appeal where possible. Appeals such as these should be managed by a suitable and reputable community group although they may be supported by Council. Council may assist as a collection point for donations.

If communities wish to provide assistance, they should be strongly encouraged to express their sympathy and empathy for disaster victims through monetary donations. It is more empowering for people to receive cash grants so that they can choose what they most need to support their own recovery, which can also assist in stimulating the local economy. The key message is that cash is always preferred because it can be targeted to meet immediate needs.

49.0 Financial assistance—Insurance

Insurance is the primary means of gaining financial compensation for the cost of restoration. The major types of insurance cover are for home and contents, income protection, and property and business interruption.

Home and contents policies usually provide replacement and reinstatement insurance, which covers the cost of repair and replacement of damaged property and contents. The less common indemnity policies take account of the age and condition of the items insured. If buildings and/or contents are underinsured, the settlement amount from the insurer is less than the cost of replacement. There is also a need to be aware of the policy exclusions (that is, the risks not covered).

Commercial insurance is designed to cover many of the risks, including damage or loss caused by disasters, which are faced by business, including coverage for buildings, vehicles, equipment, stock, plant, and fixtures and fittings, as well as business interruption. Adequacy of insurance cover is an important community message that should be promoted routinely.

49.1 Insurance Council of Australia

The Insurance Council of Australia assists affected people to navigate and negotiate the insurance process. A central goal is to build and maintain a high-level coordination capability to be employed following a disaster. The strategic intent of this objective is, first, to increase the effectiveness of individual efforts for insuring disaster victims and, second, to improve and simplify liaison with State And Federal Government emergency response systems. The Insurance Council of Australia has produced the Industry Catastrophe Coordination Plan. They are able to provide representatives at State and at regional levels when impacts are significant. The Economic Working Group should consider involving Insurance Council of Australia participation in insurance and insurance claim matters arising from the disaster.

49.2 The Australian Taxation Office

The Australian Taxation Office supports taxpayers, businesses and tax agents through its disaster response framework. Mechanisms include appropriate and timely arrangements to relax tax obligations and provide tailored assistance to people when they are ready to attend to their tax matters. During previous disasters in Australia some key responses included:

- allowing lodgement deferrals of activity statements or income tax returns without penalty
- allowing additional time to pay tax debts without incurring general interest charges
- initially stopping correspondence to affected areas
- fast-tracking refunds

50.0 Public-Private Partnerships

Public-private partnerships can capture the goodwill that exists in the private sector and its willingness to be part of the recovery process. They do not include the normal procurement that enables services to be provided and they do not necessarily involve exchange of money. An example is the provision of goods or services following a disaster by a private enterprise to a relief agency that is covered by a memorandum of understanding.

These partnerships can increase capability to respond in a timely manner, and can provide a mechanism to assist the smooth provision of services. Partnerships in the recovery environment can provide:

- corporate in-kind support

- information to the community
- information to the Working Group or the LRG on damage/impact assessments, community needs and the effectiveness of recovery actions
- human resources
- construction contracts (for example, supply of heavy lift or specialist equipment, loan of equipment and staff to assist in the immediate response, deployment of engineers to undertake damage assessments, deployment of reconstruction and building trades professionals)
- supply (for example, the provision of catering)
- maintenance
- accommodation
- grants/appeals management
- supply of credit (to other businesses to allow them to resume operating, or to customers)
- health and community service professionals
- fuel supply and distribution.

In preparing and planning, it is useful to consider the public-private partnerships that can be established prior to an event to assist with contingency planning. Traditionally, corporate support has been a spontaneous response to an emergency event, and needs to be negotiated after an event, taking into account the needs of a community.

For partnerships that can be established as part of preparedness and planning, consideration should be given to:

- identifying goods and services that can be procured through this means
- establishing and identifying accredited/licensed/certified suppliers, and seeking indicative costs to avoid cost inflation/profitteering post impact (for example, to provide food and supplies to individuals at recovery centres)
- including local suppliers in recovery efforts where possible—issues to consider include the potentially impeded capacity of local suppliers to deliver due to the disaster
- establishing links between non-regional and local suppliers to retain local employment
- establishing links between non-regional and local suppliers that are able to continue or re-commence trading, to keep money in the community
- documenting partnerships between suppliers—use of non-regional suppliers needs to be handled with some sensitivity for local suppliers.

51.0 Steps to Economic Recovery

The steps to the post-disaster economic recovery planning process are:

Step 1: Conduct post-disaster economic and financial impact studies

The Economic Recovery Working Group should seek to perform economic and financial impact studies. Financial impact studies will focus on specific economic units (such as a business or a sector of the community). An Economic Impact Study should build upon these

financial impact studies to determine the overall impact on the economy. Both financial and economic impact studies will build upon the initial damage assessments undertaken during response operations. These impact studies should be conducted as quickly as possible following the disaster. They provide intelligence for decision-makers and support any requests for the State or the Australian Governments to provide appropriate funds for rebuilding/recovery. These impact studies assess both physical damage (properties, inventory, etc.) and economic damage to industry and the local economy.

It is likely that there will be many challenges in acquiring both pre-disaster and post-disaster data, particularly in an initially chaotic environment immediately after the disaster impact. This emphasizes the need to identify the stakeholders and include them either on the Working Group or as members of Local Advisory Groups.

To the extent possible, the studies should measure the following economic impacts (where data is available):

- Job loss
- Loss of wages
- Business closures and interruption (loss of productivity)
- Damage to infrastructure
- Damage to property (commercial, industrial, residential)
- Damage to natural resources (which have an impact on local industries)

Step 2: Initiate a post-disaster economic recovery assessment and planning process

The Council should take the lead in initiating the economic recovery planning process, with support and engagement from other business, civic, and community organisations (see Terms of Reference for the Economic Working Group). This process should begin as soon as possible after the disaster event to take advantage of the sense of urgency and unity following a disaster and to ensure strategies and resources of economic recovery can be planned for, and acquired.

Step 2a: Identify the roles and responsibilities of all economic recovery stakeholders

Confirm roles and responsibilities among partner organisations for all phases of recovery.

Step 2b: Establish Local Advisory Groups to gather relevant data and information

Economic Local Advisory Groups should be established to cover major topics (e.g., business retention, small business assistance, downtown redevelopment, etc.). Each working group should have a chairperson and be responsible for compiling relevant data. The group can also begin identifying major issues and suggesting strategies and resources to address those issues.

Step 2c: Produce a complete economic analysis (including financial assessments)

This economic analysis includes a detailed look at key industries and anchors and specific quantitative and qualitative data on how they have been impacted by the disaster. This analysis will provide insight into the current state of the economy, including whether economic development targets should be re-evaluated; a better understanding of competitive positioning; and will lay the foundation for a long-term economic development strategy for the community.

It may be beneficial to have a third party conduct this economic analysis, due to:

- limited local capacity issues
- assurance of a speedy planning process
- the need for a fresh perspective on the situation

The following steps will assist with the economic analysis:

- Review existing strategic plans and studies for relevancy, evaluate existing business development targets, and revisit economic issues
- Solicit information and input from Local Advisory Groups
- Conduct additional focus groups around key topics to help identify specific challenges and opportunities
- Conduct economic development forums with various stakeholders (economic developers, planners, local government, businesses, citizens, etc.) to focus on specific geographic areas, such as the town areas, industrial areas, neighbourhoods, small towns and rural residential areas; or functional areas like sport & recreation, tourism or primary production.

Step 3: Fully assess the situation on the ground

Take the time to really understand the post-disaster economic analysis before any actions are proposed or implemented. A deep understanding of the current situation will provide critical insight on how the community should move forward.

Step 4: Create an Action plan outlining strategies, programs and activities to be undertaken to achieve economic recovery.

Create action plans to provide direction on economic recovery priorities. The plan should be updated as needed. Seek to:

- Include a phased approach to economic recovery where clear goals and objectives are set for the short, medium and long term recovery. Emphasis should be placed on long-term goals, to ensure transition between economic recovery and long term community development. This could be for many years.
- Assign appropriate organisations to take ownership of and carry out each task.
- Ensure these organisations have the resources to carry out each task, in terms of capacity, ability and financial means. See additional resources as necessary.

- Ensure that business retention and expansion is addressed before any new business efforts take place. Existing businesses are the ones that are most likely to rebuild the economy.
- Ensure that strategies and actions are specific, with measurable outcomes, to provide a basis for monitoring progress.

Step 4a: Coordinate the action plan with the development of an effective communications strategy

- The public should be aware of this planning effort and how time, resources and funds will be prioritised.

52.0 Checklist

A checklist of considerations for Economic Recovery is provided at Appendix 16.

Environment Recovery

53.0 Introduction

The environment is defined to include ecosystems and their constituent parts, including:

- people and communities
- natural and physical resources
- the qualities and characteristics of locations, places and area
- the social, economic and cultural aspects.

Australian Environment Protection and Biodiversity Conservation Act 1999

54.0 Components of Environment Recovery

Many aspects concerning where the environment impacts on the social, economic and built environments as part of community functioning are considered in other parts of this plan. For the purposes of this part, effects of disaster on the natural environment are considered in terms of the ecosystem components:

- air
- water
- land and soil (and organic matter)
- plants and animals.

Table 9 below outlines some of the effects of impact of disasters on the natural environment.

Component Of The Natural Environment	Aspects Of This Component Relevant To Disaster Management	Some Examples Of Effects
Air	Particulates Chemicals Biological aerosols Radiation	Immediate: asthma cases Longer term: deposition of particulates residues on assets Dust from wind erosion— denuded landscape (fire, drought) Heatwave deaths Deaths from bushfire smoke affecting air quality
Water: <ul style="list-style-type: none"> • surface water • ground water • marine • artificial storages 	Quality: <ul style="list-style-type: none"> • biological contamination • particulate contamination • chemical contamination • dissolved oxygen levels/ quality in waterways Quantity <ul style="list-style-type: none"> • changed river flows • changed groundwater storage 	Loss of capacity (drinking water etc.) Behaviour change as it moves through the environment Quality and quantity supporting: <ul style="list-style-type: none"> • production systems • recreational water • ecosystems

Component Of The Natural Environment	Aspects Of This Component Relevant To Disaster Management	Some Examples Of Effects
	<ul style="list-style-type: none"> • flow regimes • biological contamination/ introduced pests 	
<p>Land and soil:</p> <ul style="list-style-type: none"> • landscapes • rocks • soil • geo-heritage 	<p>Loss and movement:</p> <ul style="list-style-type: none"> • erosion • deposition <p>Quality and condition:</p> <ul style="list-style-type: none"> • contamination <p>Changes to soil—acidification/ structure change/compaction</p> <p>Damage to landforms and landscapes</p>	<p>Significant erosion after a fire or flood, earthquake or cyclone can change the course of waterways, reduce the productivity of farmland and create erosion risks for infrastructure both up and down stream.</p> <p>All of this will have impacts on flora and fauna. Potential impacts also include natural, cultural and geo-heritage sites.</p>
<p>Plants and animals</p>	<p>Loss of species and populations (biodiversity), especially threatened species</p> <p>Change in abundance of species</p> <ul style="list-style-type: none"> • Predators • Competitors <p>Changes in recruitment (whether seedlings can survive)</p> <p>Loss of habitat</p> <p>Disease</p> <p>Pollination</p>	<p>Increased interaction between wildlife and humans due to animals being disorientated, displaced (vehicle collisions, kangaroos/rabbits grazing in gardens, noisy birds (such as corellas) concentrated in civic areas, foxes coming into yards and killing domestic animals/ stirring up pets (spreading mange to pets) etc.).</p> <p>Introduced predators concentrate on the native species and livestock remaining in the landscape (advantaged by no harbour for wildlife); can wipe out threatened species, impact on farm production/survival.</p> <p>Rabbits compete with native wildlife for scarce food resources, impact on regeneration of plants, impact on pasture/crop production.</p> <p>Weeds are first to establish on bare ground and can outcompete native plants and agriculture/ pasture plants.</p> <p>Birds may move out of the area, reducing pollination activity and/ or allowing insect activity to get out of balance.</p>

Table 9 - Examples of impacts of disasters on the natural environment by component
(AEMI Community Recovery Handbook 2)

55.0 Environment Impact Assessment and Needs Analysis

Usually environmental impact statements are designed to assess and protect environmental values where development is proposed. These procedures can easily be adapted to the post disaster situation to identify significantly ecosystem attributes and the likely impacts from the disaster.

An environmental impact statement usually includes a broad survey of the impacted area (usually both through desktop analysis of existing data resources and, if required, the use of survey methods).

In some cases, ecological survey techniques need to be employed to assess specific concerns, or to gain a broad audit of natural environmental impacts and likely consequences of the disaster. A rapid response research capacity following a large-scale natural disturbance assists in understanding the ecosystems dynamics and long-term consequences of natural disasters.

56.0 Interaction with the other Pillars of Recovery

Some attention is needed for competing outcomes of other recovery (social, built and economic) activities. Often there is a high level of activity post-disaster to restore infrastructure services, and 'normal' environmental considerations may be bypassed (for example, seeking vegetation clearance approvals). Although quick action is essential, good environmental practices, if built into the process beforehand, can still be applied. The LRG should consider any competing outcomes between the environment recovery effort and that of the other pillars of recovery.

57.0 Principles of Ecologically Sustainable Development (in recovery)

Ecologically sustainable development (ESD) is 'development which aims to meet the needs of today, while conserving our ecosystems for the benefit of future generations' (*Ecologically Sustainable Development Steering Committee 1992*).

The South Burnett will seek to abide by the objectives and principles of the national strategy for ecologically sustainable development which includes three core objectives and seven guiding principles. These are provided below in Table 10.

Principles of ecologically sustainable development
<p>The Goal is:</p> <p>Development that improves the total quality of life, both now and in the future, in a way that maintains the ecological processes on which life depends.</p>
<p>The Core Objectives are:</p> <ul style="list-style-type: none"> • to enhance individual and community well-being and welfare by following a path of economic development that safeguards the welfare of future generations • to provide for equity within and between generations • to protect biological diversity and maintain essential ecological processes and life-support systems.

Principles of ecologically sustainable development
<p>The Guiding Principles are:</p> <ul style="list-style-type: none"> • decision making processes should effectively integrate both long and short-term economic, environmental, social and equity considerations • where there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation • the global dimension of environmental impacts of actions and policies should be recognised and considered • the need to develop a strong, growing and diversified economy which can enhance the capacity for environmental protection should be recognised • the need to maintain and enhance international competitiveness in an environmentally sound manner should be recognised • cost effective and flexible policy instruments should be adopted, such as improved valuation, pricing and incentive mechanisms • decisions and actions should provide for broad community involvement on issues which affect them. <p>No objective or principle should predominate over the others. A balanced approach is required that takes into account all these objectives and principles to pursue the goal of Ecologically Sustainable Development</p>

Table 10 –Principles of ecologically sustainable development (in recovery)
 (AEMI Community Recovery Handbook 2)

58.0 Using an Environmental Risk Management Approach

Given the complexity of the natural environment arising from the large number of ecosystems and organisms and their interaction with one another and their surroundings it is likely that there will be significant uncertainty in managing environmental recovery. Decisions will often involve lengthy time spans and assumptions about projected impacts and may involve significant uncertainty.

Using a risk management approach may be helpful in determining the environmental risks and how best to treat them. It provides a structured, systematic approach to decision making. The Australian / New Zealand standard for Risk Management - *AS/NZS ISO 31000:2009 Risk Management— Principles and Guidelines* is the principal reference for this process. The general risk management process can be adapted to suit the needs of environment recovery planning.

To assist in adapting the risk management approach to environment recovery, the Working Group may choose to seek answers to key questions at each stage of the Risk Management Process. These are outlined in the following paragraphs:

Establish the context for recovery of the environment

Question: What has happened to the natural environment as a result of the disaster/emergency?

Action: Initially the action is to investigate, monitor and evaluate the impacts. The natural environment is a highly complex system. Some aspects of the environment might continue to function well, but others may be devastated. Consideration should also be given to how the environment reacts over time. For example, air quality

immediately after a bushfire may be bad, but soon recovers, but river water quality and biodiversity may be severely impacted for many weeks or longer.

Question: Can the natural environment adequately recover on its own in an acceptable timeframe?

If the answer to this question is 'yes', the natural environment will adequately recover on its own in an acceptable timeframe, and no specific recovery activity needs to be undertaken (a valid treatment option). **Action:** Continue to investigate, monitor the impacts (immediate and future) and evaluate the ability of the natural environment to cope.

If the answer is 'no', the natural environment cannot adequately recover on its own. **Action:** Identify, analyse and evaluate the risks to the natural environment. (See 'Identify risks', 'Analyse risks' and 'Evaluate risks' below.) In order to do this, criteria for evaluating the risk need to be established.

Other questions that might assist in answering the question include:

- what was the state of the natural environment and how was the natural environment progressing (refer to the Environment Profile for the South Burnett in Part B to this plan.)?
- how is it now functioning?
- can it be fully functional again?
- do we need a different plan to achieve effectively functioning ecosystems?

Some guiding objectives that might be appropriate to the process of answering these questions and establishing the context after disaster include:

1. avoid or prevent environmental harm
2. reduce or minimise environmental harm
3. mitigate the effects of environmental harm
4. offset any environmental harm.

Question: What are the criteria against which the risk to the natural environment is to be evaluated?

Action: Decisions may be based on operational, technical, financial, legal, social or natural environment or other criteria.

Identify environmental risks

Identify the risks (threats and opportunities) that result from the disaster and impact on the natural environment and ecosystem services. Questions that might need to be considered include:

- is there an impediment to the environment recovering on its own (for example, contaminated soils or bare soils at risk of weed invasion might prevent regeneration of indigenous species, which can result in reduced agricultural productivity)?
- is a priority environmental function (or an ecosystem service) now absent and unable to recover quickly, such that you need to steer or hasten the recovery process (for example, contaminated and reduced water supplies after a fire

because the damage to the catchment has reduced the capacity of the landscape to filter the drinking water)?

- is there an opportunity to improve the natural environment where the previous status was degraded?

Analyse environmental risks

Analyse the extent of the risks to the natural environment (the likelihood and the consequence of risks) so that a level of risk can be estimated:

- how big are the risks?
- are the risks tolerable?

Evaluate environmental risks

Making decisions about the ability of the natural environment to cope depends on pre-established assessment or evaluation criteria and objectives. Evaluate the risks in order to prioritise treatment options:

- what risk treatments are required?
- should the management of these risks be prioritised?

Treat environmental risks

Treatment options include actions to:

- monitor and observe
- prevent or avoid environmental harm
- reduce or minimise environmental harm
- mitigate the effects on the environment and community
- offset the damage.

Options and strategies for treating risk can be assessed in terms of:

- Their potential benefits
- Their effectiveness in reducing losses
- The cost to implement the option(s); and
- The impact of the control measures on other stakeholder objectives, including the introduction of new risks or issues.

Often decisions are made in light of comparison of the cost (dollar and environmental) and economic impacts.

Some activities will have benefits for many natural environment components. For example, fencing to exclude livestock from key areas can improve native vegetation recovery (by reducing grazing impacts), improve water catchment qualities (through less faecal material in waterways), reduce risk of soil erosion (more vegetation cover equals less sediment run-off) and, in the longer term, impact on maintenance of water quality.

Monitor and review

Rapidly changing circumstances post-disaster require ongoing investigation, monitoring and evaluation. In light of this, the risk management process should be

reviewed regularly to ensure the risk treatment plans/recovery plans remain the best option.

Communicate and consult

To attain maximum effect, it is important to ensure engagement by all aspects of community and all levels of government, and a broad range of subject matter expertise as the risk management process or the recovery planning proceeds.

The natural environment is a highly complex area to assess and engaging the appropriate expertise is essential. In Australia management and governance of the natural environment is conducted by a mix of public and private and non-government organisational entities, with varying standards and regulations. Engagement with these is critical to any natural environment recovery activity.

Appendix 17 graphically depicts the above process.

Table 11 gives examples of options or strategies for treating risk in the natural environment (under the components of air, water, land and soil, and plants and animals).

	Air	Water	Land and Soil	Plants and Animals
Monitor/observe	Emissions (source) air monitoring program Ambient (community) air monitoring program Personal (recovery Worker) air monitoring program Deposition (fall out) monitoring program	Flora/fauna surveys Drinking water sampling program Recreational water body sampling Natural water body sampling program	Soil stability and erosion potential surveys Soil contamination assessments and environmental and health risk assessments Topsoil capability for regeneration of flora	Establish survival of and current threats to important species

	Air	Water	Land and Soil	Plants and Animals
Prevent/avoid	<p>Aerial incendiary practices</p> <p>Whether or not to put hazardous materials fire out—let it burn out and get the oxygen out or stop it burning so it doesn't contaminate the air?</p> <p>Extinguish fires</p> <p>Let certain fires burn to minimise ground-level impacts on environment</p> <p>Prevent dust lift off by stabilising land/use of fencing, mulching etc.</p> <p>Manage wastes to prevent emissions</p> <p>Manage pesticide applications to prevent spray drift</p>	<p>Keep people out of contaminated waterways</p> <p>Remove oils, fuels etc. from wrecked vehicles etc.</p> <p>Recycling of wastes to minimise discharges or impacts on water resources</p>		<p>Implement hygiene protocols to prevent spread of disease to /within the natural environment</p> <p>Keep livestock out of sensitive areas by fencing (to avoid grazing impact, improve recovery of plants)</p> <p>Hygiene protocols</p> <p>Controlling where machinery goes so it doesn't impact on certain /threatened species</p> <p>Replacement of nesting boxes where they are a part of a monitoring or research program</p> <p>Supporting the welfare of fire-affected wildlife</p>

	Air	Water	Land and Soil	Plants and Animals
Reduce/minimise	<p>Treat air emissions (e.g. apply water sprays, filters, containment) to reduce the volume and/or render the emission less harmful</p> <p>Minimise impact on the environment through response techniques/practices</p> <p>Minimise exposure to humans and animals by keeping them away from the area where the air is contaminated</p>	<p>For oil spills—use booms, filters</p>	<p>Rehabilitating control lines</p> <p>Minimises the potential for erosion</p>	<p>Control of introduced predators at key sites to protect threatened species and livestock</p> <p>Conduct works to minimise the potential for invasion of weed species to ground made bare from wildfire and along waterways</p>
Render harmless		<p>Filter contaminated water to remove suspended solids, chemicals, biological hazards</p>	<p>Interventions between hillsides and creeks (such as straw/wire) to stop hill creep and sedimentation in creeks</p>	
Mitigate the effects	<p>Limit the exposure of people and animals to areas of air contamination</p> <p>Decontamination of plants, animals, buildings, equipment</p> <p>Provision of suitable protection and safety for recovery volunteers</p>	<p>Composting practices for disposal of carcasses—less impact on the water table</p> <p>Wildlife rescue</p> <p>Temporary habitat construction and feeding</p> <p>Cleaning of rain water tanks, replacement water supplies and filtration</p>		<p>Translocate key (e.g. highly threatened) species to safer refuge (including into captive /breeding facilities if necessary) to ensure survival of the species</p> <p>Replacement of protective fencing around threatened plants to exclude browsing and grazing animals such as rabbits, and kangaroo</p>

	Air	Water	Land and Soil	Plants and Animals
Offset the damage				<p>Where an event causes irreversible damage to high-priority vegetation, selecting a separate patch of land for restoration may be an acceptable offset</p> <p>Provision of artificial nesting boxes can provide temporary habitat for displaced animals (shelter from weather and predators, provide safe breeding etc.)</p> <p>High-priority vegetation that has been devastated by a bushfire—select a separate patch of land for reforestation over a period until the initial area has recovered</p>

Table 11 – Examples of recovery activities (risk treatment options) in the natural environment listed by natural environment component
 (AEMI Community Recovery Handbook 2)

Appendices

1. Phases of recovery that individuals and communities might experience post-disaster
2. South Burnett Human/Social Profile
3. South Burnett Economic Profile
4. South Burnett Infrastructure Profile
5. South Burnett Environmental Profile
6. Terms of Reference – Local Recovery Group
7. Generic Terms of Reference for each Working Group
8. Possible Local Advisory Groups
9. Portfolios and Agencies that may support recovery
10. Example format of a Recovery Operational Plan
11. Example format for an Action Plan
12. List of possible recovery centres
13. Checklist Human / Social Recovery
14. Stages/key process elements Infrastructure Recovery
15. Checklist Infrastructure Recovery
16. Checklist Economic Recovery
17. Environment Risk Management Approach to Environment Recovery
18. Checklist Environmental Recovery
19. Guide to Managing Volunteers

List of Tables

- Table 1 – Functional Lead Agencies (State level)
- Table 2 – Core Members of the Local Recovery Group
- Table 3 – Main Steps in the Recovery Process
- Table 4 – Recovery Activation, Triggers and Actions
- Table 5 – Community Sectors to be considered in Community Needs Analysis
- Table 6 – SMEAC Structure for Operational Planning
- Table 7 – Economic & financial impacts of disasters at the household and business / industry level
- Table 8 – Direct and indirect economic impacts of disaster on key community sectors
- Table 9 – Examples of impacts of disasters on the natural environment by component
- Table 10 – Principles of ecologically sustainable development (in recovery)
- Table 11 – Examples of recovery activities (risk treatment options) in the natural environment

List of Figures

- Figure 1 – Interaction between prevention, preparedness, response and recovery
- Figure 2 – National Recovery Principles
- Figure 3 – Three levels of Recovery
- Figure 4 – Community driven Recovery Process
- Figure 5 – Recovery Reporting and Resource Flow
- Figure 6 – South Burnett Recovery Framework
- Figure 7 – Response and Recovery Levels of Activation
- Figure 8 – The Recovery Needs Analysis Concept
- Figure 9 – Recovery Project Cycle
- Figure 10 – The multi-layered aspects of the community

Useful Checklists

1. Pre-event planning
2. Community recovery management/coordination
3. Recovery management/operational considerations
4. Outreach
5. Evacuation/Emergency Relief Centre
6. Recovery Centre
7. Human Resources (managing people)
8. Community Recovery Evaluation

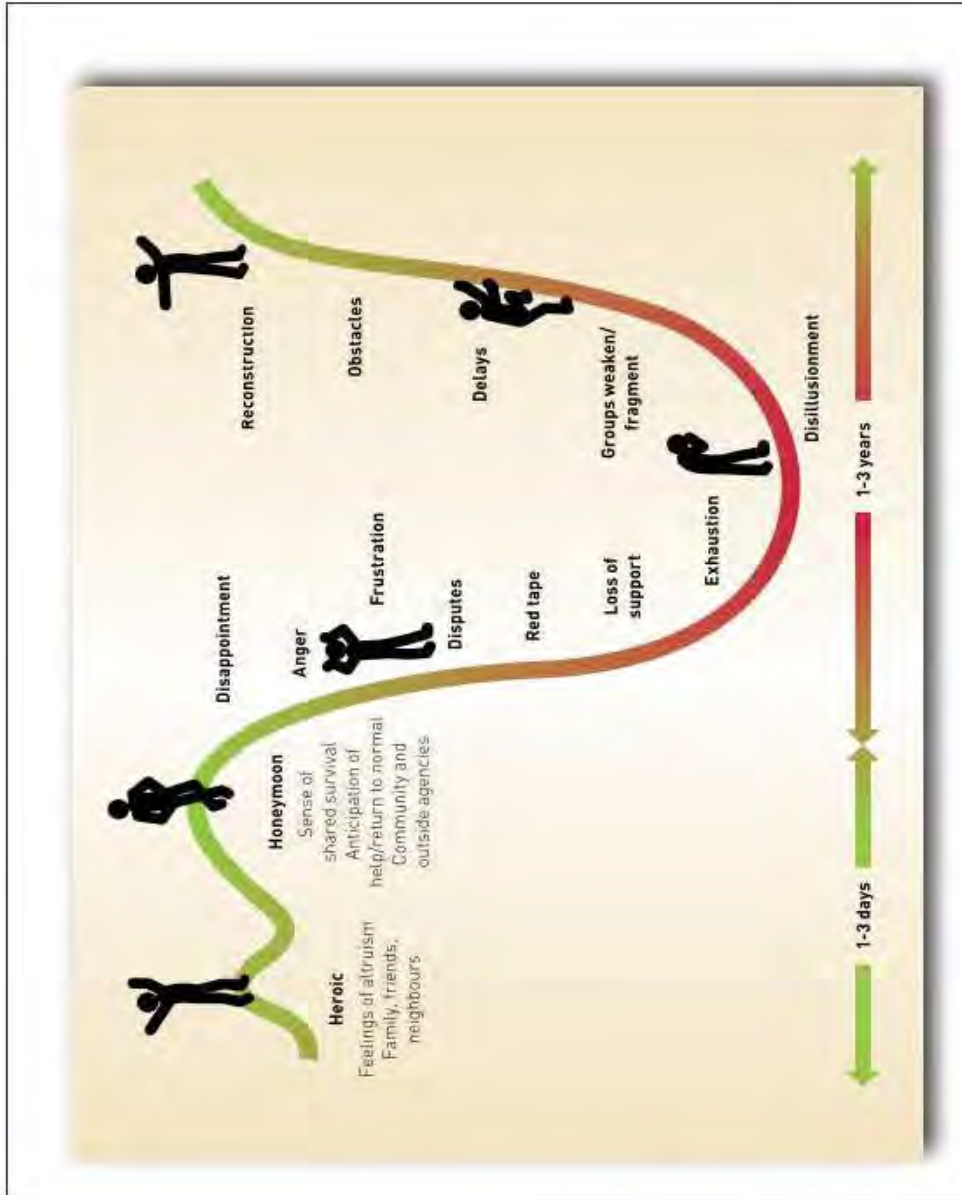
References used in the development of this plan

Queensland Recovery Plan
Australian Emergency Management Handbook 2 - Community Recovery
Australian Emergency Management Series – Manual 10 – Recovery
Australian Government – NDRRA Determination 2012
QRA – Rebuilding a stronger, more resilient Queensland
QRA – Operation Queensland – Local Plan
Queensland 2013 Flood Recovery Plan

Other Useful References for Recovery

International Recovery Platform - <http://www.recoveryplatform.org/>
Volunteering Queensland - www.volunteeringqld.org.au

Appendix 1 Phases individuals and communities might experience post-disaster



(AEMI Community Recovery Handbook 2)

Appendix 2 South Burnett Human/Social Profile

The South Burnett region as at 2015/2016 has:

- a resident population of 32,874 of which children aged 0 - 14 years made up 21.4% of the population and people aged 65 years and over made up 18.6% of the population
- a population density of 3.92 persons
- a median age of residents being 41.61 years
- an average persons per household of 2.13 persons
- an average weekly household income of \$1,250.40
- a resident population growth of 0.92%
- a non-resident workforce of 812 persons
- an unemployment rate of 8.6%
- approximately 8,400 families of which approximately 3,950 with no children, 3,080 couples with children and 1,350 one parent families with children
- approximately 9,830 persons living on a pension of which approximately 4,190 receiving the Centrelink Age Pension and 2,200 receiving the Disability Support Pension.
- approximately 285 of the region's youth receive a Full Time Youth Allowance.

The Human & Social Recovery Working Group has identified a number of vulnerable persons groups in our region, being:

- Aged persons
- Persons with a disability
- Persons in the low socio-economic band; and
- Persons living alone.

The Human & Social Recovery Working Group have a membership base that incorporates key providers and agencies that can assist with the immediate to long term and on-going recovery.

Date sources:

- *Better Councils Better Communities as provided by the Local Government Association Queensland*
- *Australian Bureau of Statistics*

Appendix 3 South Burnett Economic Profile

The South Burnett region covers a geographical area of 8,399 square kilometres, and is home to approximately 33,000 people. Encompassing the former Shires of Murgon, Wondai, Nanango and Kingaroy, the largest population centre is the town of Kingaroy, which has an approximate population of 8,500 people.

The South Burnett region is uniquely positioned to offer lifestyle and employment opportunities. Its progressive townships offer services and cultural events and the tight-knit communities with spacious surrounds provide a relaxed atmosphere. Importantly, the region is not lacking in educational, medical or recreational facilities and is located approximately two and a half hours' drive – to Brisbane and the Sunshine Coast.

Perhaps best known for its agriculture and dairy production, the region is continuing to develop as a wine production centre. This has added a vital dimension to South Burnett's tourism industry, with multi-award winning wineries offering tours, hosting festivals, and establishing cutting-edge restaurants. Meanwhile, the thriving arts and crafts industry beckons day-trippers around the weekend markets of the region. The energy creation, farming, meat processing and retail industries remain important employers for the area. With its varying landscape, the South Burnett offers a myriad of exploration and camping opportunities for the outdoors enthusiast. The Yallakool Tourist Park and Bunya Mountains, offering picturesque and prehistoric beauty, are two favourite spots with locals and visitors alike. Meanwhile, fishing is a large attraction for the region, with a strategic approach taken to restock dams and lakes to ensure a sustainable recreational resource. Considered one of the most consistent inland fishing spots in Queensland, Lake Boondooma Caravan and Recreation Park offers modern amenities and a variety of accommodation services, from fully self-contained cabins to powered caravan sites. There are also numerous nature trails and bird watching facilities provided.

As well as parks and recreational areas, Council maintains libraries, Visitor Information Centres, galleries, museums, and aquatic centres in most townships. As the region was one of the first to be settled in Queensland, the historical significance of the area is a delight to enthusiasts.

Community groups, along with all that the townships and rural lifestyle have to offer, help make the South Burnett region a great place to live and visit.

Appendix 4 South Burnett Infrastructure Profile

The South Burnett Local Recovery Group recognises that community infrastructure is vital to the South Burnett Regional Council residents and businesses. Roads and bridges are critical to our economy as our businesses and primary producers get back on their feet and move goods to market. The South Burnett Regional Council area maintains some 3,200 kilometres of road infrastructure comprising of approximately 1,500 kilometres of sealed and 1,700 kilometres of unsealed roads.

Residents not only need access to their homes but our businesses and community facilities, which are vital to our community's way of life. Farmers need access to paddocks for feeding and watering stock. Public amenities, particularly for young families and older people, in long term recovery go to improving lifestyle in our urban and rural communities.

It is acknowledged that damaged infrastructure needs to be replaced after the extent of destruction has been assessed. It is understood that this needs to be done as quickly as possible. In some cases it will be like-for-like replacement; in others more resilient and better quality infrastructure built to current standards will be required.

Infrastructure Recovery needs to be run as a program with appropriate resources and assistance from Council and the private sector through the tendering out of work. It is critical in the recovery from a disaster that funding be provided from the Federal and State Governments.

Appendix 5 South Burnett Environmental Profile

The South Burnett 'environment' is defined to include ecosystems and their constituent parts, including:

- people and communities
- natural and physical resources
- the qualities and characteristics of locations, places and area
- the social, economic and cultural aspects.

The environmental profile of the South Burnett Regional Council area is reflective of a regional rural Queensland area, specifically:

- Situated on the Great Dividing Range & bordered on the south-west by the Bunya Mountains covering 8,399km.
- Major river systems & water bodies within the South Burnett Region include the Stuart River, Boyne River, Barambah Creek, Barkers Creek, Cooyar Creek, Boondooma Dam, Bjelke-Petersen Dam, & Gordonbrook Dam.
- The primary centre for the South Burnett region is Kingaroy, supported by the townships of Blackbutt, Murgon, Nanango, Preston & Wondai. Smaller villages include Benarkin, Durong, Hivesville, Kumbia, Maidenwell, Memerambi, Tingoorra & Wooroolin.
- Renowned for being a quality agricultural district that exports nationally & internationally.
- Parks area serviced per capita = 73.61sqm

Further profile information can be obtained via the following South Burnett reference documents:

- Planning Scheme
- Local Heritage Register
- Biosecurity Surveillance Plan
- Waste Management Plan
- Water and Wastewater Management Plan

Additionally:

- water quality, ecological impact and pollution issues are assessed and managed under the Environmental recovery pillar; and
- the impact of a disaster on our region's natural environment is significantly influenced by the Health, Waste and Natural Resource Management services provided to support the community in managing the recovery from an event.

Appendix 6
Terms of Reference
Local Recovery Group

Terms of Reference
Local Recovery Group

Role: The role of the Local Recovery Group is to coordinate the planning and implementation of recovery strategies across the four pillars of recovery.

Responsibilities

- Assess the impact of the event and undertake a community needs analysis across the four pillars of recovery.
- Coordinate the whole-of-government and community recovery from disaster events.
- 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 Recovery Operational Plan.
- Coordinate the Action Plans developed by the Working Groups.
- Identify and obtain required resources.
- Provide effective leadership to focus all necessary resources to achieve the most effective and efficient recovery of affected communities.
- Monitor recovery programs and activities undertaken in the South Burnett.
- Identify areas where the State Recovery Group, the Premier and other entities need to make decisions beyond existing policies and procedures, and advocate with State/Australian Governments and other entities as required for provision of enhanced services and support to meet community needs.
- Provide advice and regular reports to the Disaster District and State Recovery Group.
- Provide regular public information about recovery progress.
- Develop a final report at the conclusion of recovery operations.

Reporting

- The LRG is to report to the State Recovery Group through the appointed State Recovery Coordinator. Reporting to the District Disaster Coordinator and the District Disaster Management Group is also required. Reporting arrangements are to be negotiated with the above entities prior to the commencement of recovery operations.

Core Members:

Executive

- Chair of the LRG - Deputy Chair of the LDMG
- Local Recovery Coordinator - Manager Social & Corporate Performance
- Deputy Local Recovery Coordinator – Senior Officer Recreation & Services

Economic Working Group

- Councillor with Economic related portfolio (Chair)
- Senior Officer Economic Development (Coordinator)
- Councillor Ros Heit

Infrastructure Working Group

- Councillor with Infrastructure related portfolio (Chair Infrastructure Working Group)
- Manager Roads & Drainage (Coordinator)
- Councillor Terry Fleischfresser

Human Social Working Group

- Councillor with Human/Social related portfolio (Chair)
- Officer Community Development and Grants (Coordinator)

Environment Working Group

- Councillor with Environment related portfolio (Chair)
- Manager Environment & Waste (Coordinator)

Core Members - State and Australian Government Representatives (recovery operations only)

- Communities, Child Safety and Disability Services
- Department of Agriculture, Fisheries and Forestry
- Department of Transport and Main Roads
- Housing and Public Works
- Queensland Health
- Environment and Heritage Protection
- Centrelink

Full Membership

Full membership may be derived from inclusion of key representatives from a range of government and non-government organisations. When establishing a full LRG for recovery operations consider whether specific organisations are best placed at the LRG or Working Group level. Possible entities for inclusion as full members of the LRG may include:

State Government Agencies and Government Bodies:

- Department of Premier and Cabinet
- State Development, Infrastructure and Planning
- Department of Education, Training and Employment
- Police and Community Safety
- Natural Resource and Mines
- Energy and Water Supply
- Local Government, Community Recovery and Resilience
- National Parks, Recreation, Sport and Racing
- Tourism, Major Events, Small Business and the Commonwealth Games

- Building Services Authority
- Queensland Reconstruction Authority
- Sunwater
- Stanwell Corporation
- Energex
- Tourism and Events Queensland
- Queensland Small Business Advisory Council
- Queensland Rural Adjustment Authority
- South East Regional Disability Advisory Council

Australian Government Agencies

A range of Commonwealth agencies may assist in recovery processes including. Key among these is Centrelink, Department of Human Services.

NGO/Community Groups and Private Sector Partners

- Alzheimers Australia
- Centacare South Burnett
- Community Services (Red Cross, Salvation Army, Uniting Care Community)
- Commonwealth Carelink and Respite Centre
- CTC Services
- Graham House Community Centre
- Jobmatch Employment Services
- SBCare
- SBCTC Partners in Foster Care
- Regional Development Australia

Appendix 7 Generic Terms of Reference for each Working Group

Terms of Reference

Economic Recovery Working Group

Role: The Economic Working Group is to coordinate planning and implementation of economic and financial recovery in the South Burnett local government area.

Responsibilities

- Assess economic and financial impact arising from the disaster event.
- Coordinate the economic function of recovery operations in the South Burnett
- Assess and monitor impact on economic viability, key economic issues including employment issues and capacity of local business to operate.
- Facilitate business, industry and regional economic recovery and renewal.
- Develop industry and business recovery plans and implementation strategies in conjunction with the South Burnett Regional Council, relevant State Government agencies, regional economic development organisations and industry bodies.
- Facilitate business assistance, access to funds and loans and employer subsidies.
- Where required, facilitate linkages with job providers and employment agencies to source labour, re-establish supply chains and joint marketing activities.
- Develop a strategy to maximise use of local resources during clean up and restoration activities.
- Support small to medium enterprise (e.g. referrals, business assistance, etc.).
- Identify options for improvement or adjustment from current business operations where required.
- Ensure involvement of local business and industry representatives and the community in decision making.
- Work with local government and business groups and industry bodies to enable learning from their disaster experience in order to better prepare for future adverse events.
- Ensure the Economic Action Plan informs broader planning and decision making activities across government and non-government agencies.
- Identify options for improvement in economic rebuilding.
- Coordinate economic and business support to farmers and rural landholders.

Reporting Responsibilities

- The Chair and Coordinating Officer of the Working Group are to attend meetings of the Working Group and are to represent the Working Group at meetings of the Local Recovery Group.
- The Working Group will meet as required at the discretion of the Chair of the Working Group.
- Agendas, Minutes of meetings and Action Plans are to be copied to the Chair of the South Burnett Recovery Group and the Local Recovery Coordinator.

Working Group Composition

Suggested members:

Standard membership includes the Economic Recovery Working Group representatives on the Local Recovery Group and the membership of South Burnett Directions Management Advisory Committee. The Full membership during an event may be derived from inclusion of key representatives from a range of government and non-government organisations. Possible entities for inclusion as full members of the Economic Recovery Working Group during an event may include:

State Government Agencies and Government Bodies:

- State Development, Infrastructure and Planning
- Department of Education, Training and Employment
- Agriculture, Fisheries and Forestry
- Natural Resource and Mines
- Energy and Water Supply
- Local Government, Community Recovery and Resilience
- Tourism, Major Events, Small Business and the Commonwealth Games
- Queensland Reconstruction Authority
- Stanwell Corporation
- Energex
- Queensland Rural Adjustment Authority

Australian Government Agencies

A range of Commonwealth agencies may assist in recovery processes.

Industry and Representative Bodies

- Tourism and Events Queensland
- Queensland Small Business Advisory Council

NGO/Community Groups and Private Sector Partners

- BIEDO
- Farm Financial Counsellor
- CTC Services
- Regional Development Australia
- Chamber of Commerce Presidents

Terms of Reference

Human / Social Recovery Working Group

Role: The Human/Social Recovery Working Group is to coordinate planning and implementation of recovery in the areas of safety and wellbeing, physical and psychological health, and social aspects.

Responsibilities

- Assess the impact of the disaster on human and social aspects.
- Manage financial and welfare support.
- Coordinate information provision and personal support.
- Coordinate psychological and counselling services.
- Coordinate ongoing medical and health services.
- Coordinate public health advice and warnings and directions to recovery workers, those involved in reconstruction and the community.
- Coordinate temporary accommodation.
- Coordinate short term accommodation and repairs to dwellings.
- Monitor and provide assistance and coordination of the volunteer effort including donations of material goods and public appeals.
- Provide specialist and outreach services.
- Coordinate case management, community development, support and referral to assist affected people, families and groups.
- Coordinate one stop shops and recovery centres.
- Coordinate the re-opening of education facilities.
- Work with local government and community leadership groups to enable learning from their disaster experience in order to better prepare for future adverse events.

Reporting

- The Chair and Coordinating Officer are to attend meetings of the Human / Social Recovery Working Group.
- The Working Group will meet as required at the discretion of the Chair of the Working Group.
- Agendas, Minutes of meetings and Action Plans are to be copied to the Chair of the South Burnett Recovery Group and the Local Recovery Coordinator.

Working Group Composition

Suggested members:

Standard membership includes the Human/Social Recovery Working Group representatives on the Local Recovery Group and South Burnett Human and Social Network Providers. The Full membership during an event may be derived from inclusion of key representatives from a range of government and non-government organisations. Possible entities for inclusion as full members of the Human/Social Recovery Working Group during an event may include:

State Government Agencies and Government Bodies:

- Queensland Health
- Department of Education, Training and Employment
- Police and Community Safety
- Housing and Public Works
- Communities, Child Safety and Disability Services
- South East Regional Disability Advisory Council

Australian Government Agencies

- Centrelink, Department of Human Services.
- A range of other Australian Government agencies may assist in recovery processes.

NGO /Community Groups and Private Sector Partners

- Alzheimers Australia
- BIEDO
- Centacare South Burnett
- Community Services (Red Cross, Salvation Army, Uniting Care Community)
- Commonwealth Carelink and Respite Centre
- CTC Services
- Farm Financial Counsellor
- Graham House Community Centre
- Jobmatch Employment Services
- SBCare
- SBCTC Partners in Foster Care
- Regional Development Australia
- Volunteer Organisations (BlazeAid, Service Clubs, etc.)

Terms of Reference

Infrastructure Recovery Working Group

Role: The Infrastructure Working Group is to coordinate planning and implementation of infrastructure recovery in the South Burnett local government area.

Responsibilities

- Assess damage to housing stock, commercial and industrial buildings and structures, rural structures and public infrastructure.
- Liaise with the Insurance Council of Australia to ensure the declaration of the general insurance industry Catastrophe Coordination Arrangements and to identify nominated ICA representative.
- Coordinate building safety inspection services, secure damaged buildings and structures and coordinate demolition/repair and rebuilding.
- Coordinate the assessment of damage to housing stock, commercial and industrial buildings, rural structures, and infrastructure facilities.
- Work with all sectors/stakeholders to determine priority of works.
- Assist with the development of options for temporary accommodation.
- Assist with development of a coordinated approach to housing related strategies.
- Coordinate restoration of sporting facilities and public playgrounds.
- Coordinate disposal of hazardous material, debris, etc.
- Work with affected communities and interest groups to support their involvement in the decision making process.
- Ensure risk reduction is considered in planning for rebuilding and reconstruction.

Reporting Responsibilities

- The Chair and Coordinating Officer are to attend meetings of the Working Group and represent the Group on the LRG.
- The Working Group will meet as required at the discretion of the Chair of the Working Group.
- Agendas, Minutes of meetings and Action Plans are to be copied to the Chair of the South Burnett Recovery Group and the Local Recovery Coordinator.

Working Group Composition

Suggested members:

Standard membership includes the Infrastructure Recovery Working Group representatives on the Local Recovery Group and relevant Council personnel. The Full membership during an event may be derived from inclusion of key representatives from a range of government and non-government organisations. Possible entities for inclusion as full members of the Infrastructure Recovery Working Group during an event may include:

State Government Agencies and Government Bodies:

- State Development, Infrastructure and Planning
- Police and Community Safety
- Transport and Main Roads
- Housing and Public Works
- Energy and Water Supply
- Local Government, Community Recovery and Resilience
- Building Services Authority
- Queensland Reconstruction Authority
- Sunwater
- Stanwell Corporation
- Energex

Australian Government Agencies

A range of Commonwealth agencies may assist in recovery processes.

NGO/Community Groups and Private Sector Partners

A range of NGO/Community Groups and Private Sector partners should be considered based on community need.

Terms of Reference

Environment Recovery Working Group

Role: The Environment Recovery Working Group is to coordinate planning and implementation of recovery of the natural environment in the South Burnett local government area.

Responsibilities

- Coordinate assessment of disaster impact on the natural environment (e.g. water quality, ecological impact, pollution).
- Provide advice on potential environmental issues (e.g. water supply)
- Coordinate rehabilitation of the natural environment including parks, waterways and wildlife.
- Coordinate preservation of community assets (e.g. reserves and parks)
- Consider mitigation strategies to reduce future impacts on the natural environment where appropriate.
- Monitor issues of pollution.
- Coordinate waste management and disposals.
- Ensure there is effective consultation and communication with the community and relevant organisations on matters relating to environmental recovery.
- Ensure environmental bodies and interest groups are involved in the decision making process.
- Monitor and assess the environmental consequences of cleanup operations.
- Monitor and assess animal welfare issues.

Reporting Responsibilities

- The Chair and Coordinating Officer are to attend meetings of the Environment Recovery Working Group.
- The Working Group will meet as required at the discretion of the Chair of the Working Group.
- Agendas, Minutes of meetings and Action Plans are to be copied to the Chair of the South Burnett Recovery Group and the Local Recovery Coordinator.

Working Group Composition

Suggested members:

Standard membership includes the Environment Recovery Working Group representatives on the Local Recovery Group and relevant Council personnel. The Full membership during an event may be derived from inclusion of key representatives from a range of government and non-government organisations. Possible entities for inclusion as full members of the Environment Recovery Working Group during an event may include:

State Government Agencies and Government Bodies:

- Agriculture, Fisheries and Forestry
- Environment and Heritage Protection
- Natural Resource and Mines
- Energy and Water Supply

- Local Government, Community Recovery and Resilience
- Queensland Rural Adjustment Authority

Australian Government Agencies

A range of Commonwealth agencies may assist in recovery processes.

NGO/Community Groups and Private Sector Partners

- Community Services (Red Cross, Salvation Army, etc.)
- Burnett Mary Regional Group
- Wide Bay Burnett Environment Council
- Wide Bay Conservation Council
- Regional Development Australia Wide Bay Burnett

Appendix 8 Possible Local Advisory Groups

Possible Local Advisory Groups

Local advisory committees may be established to enable members of the local community, including people affected by the event and representatives from local organisations, to meet and to provide input and guidance to LRG and Working Groups on such issues as community needs and service delivery. The formation and composition of any Local Advisory Groups is at the discretion of the LRG and is dependent on the needs of the community.

These groups may be geographically based (a town or locality); or they may be functionally based e.g. Economic, Environmental, Infrastructure or Human/Social.

Economic Local Advisory Group

The economic local advisory group provides advice and guidance to the Economic Working Group on economic and financial issues confronting the community and supports decision making on economic recovery planning and implementation. Suggested membership of this group is provided in the Economic Working Group's Terms of Reference. Consideration may also be given to:

- Chamber(s) of Commerce
- Progress Associations
- Individual businesses including major primary producers and their representative bodies
- Suppliers and transport operators
- Stanwell

Infrastructure Local Advisory Group

The infrastructure local advisory group provides advice and guidance to the Infrastructure Working Group on a range of infrastructure issues including Essential Services, Rural Infrastructure, Residential Infrastructure; Commercial/Industrial Infrastructure, and Public Buildings and Assets. Suggested membership of this group is provided in the Infrastructure Working Group's Terms of Reference. Possible participants in this group could also include:

- Progress Associations
- RoadTek
- Stanwell
- Community representatives from areas where works are to be undertaken.

Human / Social Local Advisory Group

The Human/Social local advisory group provides advice and guidance to the Human /Social Working Group on community wellbeing and psychosocial needs and supports the Working Group in decision making on human/social recovery planning and implementation. Suggested membership of this group is provided in the Human/Social Working Group's Terms of Reference. Possible participants in this group could also include:

- Citizens undertaking material donations services (receipt and/or distribution)

- Representatives from a range of community organisations such as CWA or progress associations.

Environment Local Advisory Group

The environment local advisory group provides advice and guidance to the Environment Working Group on environmental issues confronting the community and supports decision making on environmental recovery planning and implementation. Suggested membership of this group is provided in the Environment Working Group's Terms of Reference. Possible participants in this group could also include:

- Volunteer Land Care groups
- Major primary producers

Community Local Advisory Groups

Community Local Advisory Groups may be established from representatives of specifically impacted communities. Selection of suitable representatives to represent the impacted community is required based on the nature of the event and the community impacted. Several Community Local Advisory Groups may be established.

They may form to support one or more of the Functional Working Groups or their advice and guidance may be sought directly by the LRG. Community Local Advisory Groups are often established as a result of Community Meetings as a mechanism to continue effective engagement during planning and implementation of recovery programs and activities.

Appendix 9

Portfolios & Agencies with Recovery Functions

Agency	Recovery Functions
State Government Agencies and Statutory Bodies	
Department of Premier and Cabinet (DP&C)	DP&C supports and advises the Premier and Cabinet so that the government's priorities can be met. They are the lead agency in the Queensland Public Service and drive the government's key strategies and plans – including those established for recovery after a disaster.
State Development, Infrastructure and Planning (DSIP)	<p>DSIP's objectives (on which they will focus during recovery) are:</p> <ul style="list-style-type: none"> • Champion the interests of business and industry in Queensland • Fast track delivery of major resource and industrial development projects • Diversify and build resilience in regional and state economies • Assist property and construction industries to grow and flourish through streamlined planning processes • Re-empower local governments and their communities to plan for their futures • Improve service delivery
Queensland Health	<p>Queensland Health has lead agency responsibility for the follow key areas:</p> <ul style="list-style-type: none"> • Medical Command, Control and Coordination of health resources; • Appropriate pre-hospital on-site medical and health response management for casualties; • Transportation to appropriate hospitals for definitive treatment and care; • Public health advice warnings and directions to combatants and the community; • Psychological and counselling services for disaster affected persons of the general community; emergency workers and recovery workers; • Ongoing medical and health services required during the recovery period to preserve the general health of the community; and • Scientific services during health event response and recovery operations.
Department of Education, Training and Employment	Works to minimise the disaster's impact on the community's education and training services. In

Agency	Recovery Functions
	recovery works with Local and State Recovery Groups to determine priorities to deliver required services.
Police and Community Safety	Police and Community Safety assist recovery through maintaining law and order and public safety. In recovery works with Local and State Recovery Groups to provide required services.
Transport and Main Roads	Plans, manages and delivers Queensland's integrated transport environment to achieve sustainable transport solutions for road, rail, air and sea. In recovery works with Local and State Recovery Groups to establish priorities for repair and reconstruction of transport infrastructure and services.
Housing and Public Works	<ul style="list-style-type: none"> • Responds to the housing needs of residents in public housing affected by disaster • Facilitates broader provision of emergency accommodation • Works with other agencies to coordinate medium and longer-term housing strategies • Q-Build is the lead agency for the provision of community recovery services in regards to building and engineering services. • This includes coordinating and conducting damage inspections and assessments of private residences on behalf of the Department of Communities in order to validate repair quotations obtained by the owner/occupier from private contractors. • Q-build also provides advice and supports the establishment of Community Recovery Centres and Coordination.
Agriculture, Fisheries and Forestry	<ul style="list-style-type: none"> • Responds to animal welfare matters. • Responds to plant disease outbreaks. • Responds to disease/biosecurity issues. • Provides farm financial counselling services. • Works with primary industries to recover from major emergencies. • Administers the Natural Disaster Relief and Recovery Arrangements (NDRRA) for primary producers in disaster declared areas.
Environment and Heritage Protection	<p>The department is responsible for managing the health of the environment to protect Queensland's unique ecosystems, including its landscapes and waterways, as well as its native plants, animals and biodiversity. In recovery they assist through:</p> <ul style="list-style-type: none"> • Identifying and advising on environmental and cultural heritage impacts and risks. This may include air

Agency	Recovery Functions
	<p>quality, water quality, soil and groundwater, landscapes, ecosystems and wildlife, heritage places and indigenous cultural heritage</p> <ul style="list-style-type: none"> • rehabilitating, conserving and supporting the natural recovery of impacted (or at risk) terrestrial, aquatic and marine ecosystems, wildlife, landscapes and natural resources • restoring and conserving impacted (or at risk) cultural heritage values and places • supporting long-term community sustainability needs. This may include reinstating environmental protections and ecosystem services, and advancing Ecologically Sustainable Development principles in built environment recovery, economic recovery and waste management • ensuring environmental bodies, affected communities and interest groups are involved in the decision making process.
Natural Resource and Mines (NRM)	<p>The Department of Natural Resources and Mines (DNRM) is responsible for the management and sustainable use of Queensland's natural resources: our land, water and minerals. In order to deliver economic, environmental and social benefits to all Queenslanders. In recovery they provide advice and information including:</p> <ul style="list-style-type: none"> • Water fee relief • Clearing vegetation from land and watercourses • Gas safety • Explosives found during clean up • Repairs and restorations on damaged property • Leasehold land relief
Energy and Water Supply	<p>Provides referral services to Natural Resources and Mines on matter related to water supply.</p>
Local Government, Community Recovery and Resilience	<p>The lead agency for recovery and resilience in the Queensland Government.</p> <p>The department supports local governments to:</p> <ul style="list-style-type: none"> • contribute directly to Queensland's economic growth from the local to the regional level • operate efficiently and with less red tape • deliver better infrastructure and long term planning for their communities • revitalise their own front line services • be more accountable to their communities for decisions and policies, as well as corporate and

Agency	Recovery Functions
	financial management. In recovery the department works with Local and State Recovery groups to further these objectives in support of disaster affected communities.
Communities, Child Safety and Disability Services	<ul style="list-style-type: none"> • Develops and annually reviews District Community Recovery Plans as the chair of the District Community Recovery Committee. • Ensures contact details for the District Community Recovery Committee, and other disaster district partners who may be activated in a disaster event, is kept up to date at all times. • Develops Community Recovery Operational Plans for State support in conjunction with the Local Recovery Group, in response to specific disaster events, • Coordinates and delivers relevant community recovery information sessions for District Community Recovery Committee. • Disseminates clear and consistent community recovery information through Department of Communities' regional structures. • Establishes and manages Community Recovery Coordination Centres. • Establishes, manages and coordinates staffing for Community Recovery Centres, including community recovery counselling teams. • Coordinates and manages Outreach Services Teams. • Administers and distributes disaster relief assistance funding under the Natural Disaster Relief Arrangements (NDRRA) or State Disaster Relief Arrangements (SDRA) schemes. • Coordinates development of community recovery communication strategy messages (strategic and operational) to support the broader disaster recovery and disaster management public communication strategy. • Provides professional expertise and specialist services in relation to the safety of children following a disaster event. • Maintains business continuity to enable the department to fulfil its functions for child safety. • Assists in planning for disaster recovery by providing awareness of disability types and support requirements of people with disabilities in times of disaster. • Provides suitably skilled staff to work in Community Recovery Centres and outreach teams. Staff numbers and duration of availability will be dependent on the

Agency	Recovery Functions
	<p>nature of the disaster and the capacity of DSQ.</p> <ul style="list-style-type: none"> • Assists Community Recovery Centres to identify people with a disability in the community who may be at risk and have special support requirements. • Assists people with a disability with immediate support and linking to community services. • Provides disability specific information, education and awareness to staff at Community Recovery Centres and outreach teams. • Provides ongoing information, education and awareness about disability issues to the District Community Recovery Committee and staff.
National Parks, Recreation, Sport and Racing	<p>In recovery NPRSR works with Local and State Recovery Groups to provide services and support to the recovery of National Parks, sport and recreation capacities and racing.</p> <p>They manage the Sport and Recreation Disaster Recovery Program which supports not-for-profit sport and recreation organisations with relief efforts to re-establish their facilities and activities after extreme natural events.</p>
Tourism, Major Events, Small Business and the Commonwealth Games	<p>Helps business and industry recover from disasters through a range of support services which may include client interviews, access to expertise, workshops and development programs.</p>
Building Services Authority	<p>The BSA's charter is to regulate the building industry through:</p> <ul style="list-style-type: none"> • the licensing of contractors, • education of consumers about their rights and obligations, making contractors aware of their legal rights and responsibilities, • handling disputes fairly and equitably, • protecting consumers against loss through statutory insurance, • implementing and enforcing legislative reforms and where necessary prosecute persons not complying with the law. <p>In recovery BSA assists Queensland communities recover from natural disasters by providing technical and general advice on a wide range of rebuilding issues.</p>
Queensland Reconstruction Authority	<p>Broad new planning powers have been vested in the Queensland Reconstruction Authority under the Queensland Reconstruction Authority Bill, which was passed by State Parliament on 17 February 2012.</p> <p>The new Authority co-ordinates reconstruction and</p>

Agency	Recovery Functions
	<p>recovery caused by disaster events, and the Bill gives powers to declare projects and reconstruction areas, to impose development schemes, to undertake works and to compulsorily acquire land.</p> <p>QRA works with Local Recovery Groups and State Recovery Coordinators to assist, support and guide reconstruction efforts.</p>
Sunwater	<p>Sunwater can provide the following in support of Recovery operations:</p> <ul style="list-style-type: none"> • Design and design review services • Infrastructure development • Asset management, planning and review • Flood hydrology, hydraulics and flood management • Infrastructure operations and management • Customer water account management and billing, and • Water management and policy strategy advice.
Energex	<p>Works with Local and State Recover Groups to prioritise and meet energy needs to support recovery operations.</p>
Tourism and Events Queensland	<p>DTEB leads whole-of-government tourism initiatives and recognises the essential role of partnerships with industry and government in tourism industry development.</p> <p>DTEB also supports small business growth through the provision of services and information, and is committed to maximising economic opportunities and raising the profile of our state through major events.</p> <p>In recovery DTEB provides advice and support on rebuilding tourism opportunities and conduct of major events to support recovery outcomes</p>
Queensland Small Business Advisory Council	<ul style="list-style-type: none"> • The newly-formed Queensland Small Business Advisory Council (QSBAC) provides government agencies with greater knowledge and expertise across a wide range of business operations and industry sectors. • The QSBAC's role is to improve the quality of regulation and minimise compliance costs for small business by being involved throughout the development of the Regulation Impact Statement process. • In addition, the QSBAC provides broad advice to the Government on small business policy matters as well as current and emerging small business issues and trends. • In recovery the QSBAC can provide advice to the

Agency	Recovery Functions
	LRG on small business recovery as well as advocacy on matters relating to small business recovery to the State Government.
Queensland Rural Adjustment Authority	<p>QRAA administers assistance programs including subsidies, rebates, grants and loans on behalf of the Commonwealth and State Governments.</p> <p>QRAA's primary function is to properly and fairly administer State and Commonwealth approved schemes of support to Queensland primary producers and small businesses including those under the NDRRA Program.</p>
South East Regional Disability Advisory Council	The South East Regional Disability Advisory Council is one of seven regional councils that provide advice to Government on disability matters. They are an important reference group and may provide advice and support to the LRG in relation to disability needs and services following a disaster.
Australian Government Agencies	
Department of Human Services - Centrelink	<p>Centrelink's role in Community Recovery includes:</p> <ul style="list-style-type: none"> • ensuring that Centrelink payments are not disrupted at times of emergency. • establishing dedicated hotlines to assist those affected and their families. • delivery of additional income support payments that may be available such as Crisis Payment, Special Benefit, Australian Government Disaster Recovery Payment or ex gratia payments. • specialist staff providing assistance with social work and referral services to complement the services provided by State And Territory Governments. • working closely with State And Local Governments to provide effective liaison and co-ordination of response and recovery services to individuals affected by the disaster.
Non-Government Organisations	
Red Cross	<ul style="list-style-type: none"> • Australian Red Cross (ARC) supports the Queensland Disaster Management system with personnel and resources deployed from a range of areas including local, intra and interstate as available and required. Red Cross has a dedicated Emergency Services Unit, which can respond to disasters at short notice, dependent on travel arrangements and access to the affected area. <p>Australian Red Cross :</p> <ul style="list-style-type: none"> • Provides the National Registration and Inquiry Service

Agency	Recovery Functions
	<p>to reconnect families and friends affected by disaster situations.</p> <ul style="list-style-type: none"> • Provides personal support at evacuation and recovery centres and makes referrals to other agencies as required. • Provides information to the public on community assistance and how and where to access it. • Provides community members and other agencies with copies of the Red Cross publication 'Coping with a Major Personal Crisis' and 'Cleaning up after a Major Flood' booklet. • Contributes information to the District Community Recovery Committee on the scale and impact of the disaster on individuals and Queensland communities. • Has multiple teams available to check on the wellbeing of affected community members through outreach, in partnership with Department of Communities. Provides information on recovery services and refers to other agencies as required. • Provides specialised personnel and support to culturally and linguistically diverse communities including Aboriginal, Torres Strait and South Sea Islander Communities as required and available in partnership with local agencies. • Primary priority in the event of pandemic or bio-terrorism disaster event will be to support the Red Cross Blood Service.
Uniting Care Community	<ul style="list-style-type: none"> • Provides workers to counsel and support individuals affected by disaster (psychological first aid). • Provides specialist crisis counselling.
Salvation Army	<ul style="list-style-type: none"> • Provides catering for people in the disaster affected community.
St Vincent de Paul Society	<ul style="list-style-type: none"> • Provides essential material items such as blankets, toiletries, mattresses, essential new clothing, food and water and children's and babies' necessities
Industry and Representative Bodies, Community Groups and Private Sector Partners	
BIEDO	<p>BIEDO is one of the peak regional bodies for the Burnett Inland. They drive proactive, positive responses to change, and create opportunity from adversity. Their role is to:</p> <ul style="list-style-type: none"> • Identify emerging issues and opportunities • Design responses that overcome barriers and turn

Agency	Recovery Functions
	<p>difficulties to advantage</p> <ul style="list-style-type: none"> • Build resource and delivery partnerships that enable focused, sustained action • Coordinate or support implementation <p>In recovery BIEDO may assist in engaging with the community to assist them in matters relating to financial assistance, payments, subsidies and grants and services offered by State/Australian Government and other organisations. They can also provide advice and support in the development of programs to assist in recovery.</p>
Alan Broome, Farm Financial Counsellor	Farm financial counselling and advice
CTC Youth Services	<p>South Burnett CTC runs a number of youth programs across the South Burnett. These programs all have a specific focus including - age, clients and outcomes. As a general principle, the youth services support young people between the ages of 10 and 25 years of age through crisis, homelessness and to move towards successful engagement in education, employment and their community.</p> <p>The Youth Services operate from two offices, the first being in Kingaroy at the <i>Youth Park</i> and the second in Murgon from the <i>Connections</i> building in Lamb St. The Kingaroy office support young people across the whole South Burnett including Blackbutt, Yarraman, Nanango, Kingaroy, Preston, Wondai and Goomeri. The <i>Connections</i> office has a specific focus on the community of Cherbourg and Murgon. Both offices of the Youth Services deliver a range of programs including work readiness programs, school holiday programs, life skills and community engagement.</p>
Commonwealth Carelink and Respite Centre	<p>Commonwealth Respite and Carelink Centres are information centres for older people, people with disabilities and those who provide care and services. Centres provide free and confidential information on community aged care, disability and other support services available locally, interstate or anywhere within Australia.</p> <p>Commonwealth Respite and Carelink Centres provide a single point of contact for the general public, service providers, general practitioners and other health professionals for information on community, aged and disability services and carer support. The Centres can also assist with information about costs for services, assessment processes and eligibility criteria.</p> <p>The Centres can also help arrange respite, when carers need to take a break from caring.</p>

Agency	Recovery Functions
CTC Nanango Hub	Providing information, support, advocacy and referral services to individuals and families in Nanango and surrounding areas.
Graham House Community Centre	<p>Graham House Community Centre was established in 1989 to provide services to meet the needs of community members across the South Burnett region. The Centre provides services in the areas of Family Support, Community Transport, Emergency Relief and is an agency for CentreLink.</p> <p>Graham House Community Centre aims to:</p> <ul style="list-style-type: none"> • To provide access to services and information to all members of the community on a basis of need, without distinction of any kind; • To provide assistance to relieve poverty, distress, destitution, misfortune and helplessness in the most responsive and dignified manner possible, without distinction of any kind; • To introduce, plan or implement any project which has as its primary objective, activities which relieve the symptoms of poverty, sickness, distress and helplessness and addresses the initiation of solutions; • To seek funds to run programs and workshops to assist the growth and development of the community, in particular those groups within the community who are known to be disadvantaged.
SBCTC Partners in Foster Care	<p>Partners in Foster Care is an agency servicing the South Burnett region (based in Wondai) whose objective is to place children in homes that will embrace their culture and assist them in maintaining their social, physical, emotional and spiritual identity.</p> <p>Two services operate under Partners in Foster Care - the Relative and Kinship service caters for children under child protection orders and the Specialist care service has children under child protection orders who have extreme and/or complex needs and all are placed with carers within the South Burnett.</p> <p>In recovery they may assist the LRG in matters relating to foster care.</p>
Centacare South Burnett	<p>St Mary's Centacare meets the needs of the community by providing a range of care packages to the aged, frail, young people with disability and their carers.</p> <p>They run four programs and have community support workers to provide quality care to the South Burnett including the towns of Proston, Murgon, Wondai, Kingaroy, Kumbia, Maidenwell, Nanango, Yarraman and Blackbutt.</p> <p>Services include:</p>

Agency	Recovery Functions
	<ul style="list-style-type: none"> • Community Aged Care Packages provide individually tailored and flexible in-home care • Home and Community Care provides Domestic Assistance and/or Social Support to the frail aged or young people with a disability and their carer • domestic services, respite and personal care • goal-based social support for adults with a diagnosed mental illness
Alzheimers Australia	Alzheimer's Australia (Qld) provides a range of specialised services to people with dementia, families and carers, people working in health and aged care and the general community. In recovery they may assist the LRG in meeting the needs of people with dementia affected by disaster.
Regional Development Australia	<p>Regional Development Australia (RDA) is a partnership between the Australian, State And Territory And Local Governments to support the growth and development of Australia's regions. RDA committees will build partnerships between governments, regional development organisations, local businesses, community groups and key regional stakeholders to provide strategic and targeted responses to economic, environmental and social issues affecting the regions of Australia.</p> <p>RDA is delivered through a national network of committees, with RDA Wide Bay Burnett Inc. covering the South Burnett.</p>

Appendix 10

Example format of a Recovery Operational/ Action Plan
SOUTH BURNETT LOCAL RECOVERY GROUP

Recovery Operational / Action Plan

1. Event Name:		
2. Date of Event:		
3. Prepared By:		
4. Date Prepared:		
5. Review Date:		
6. Situation:		
<u>General Background/ Key Statistics:</u>		
<u>Human / Social Impact:</u>		
<u>Infrastructure Impact:</u>		
<u>Economic Impact:</u>		
<u>Environment Impact:</u>		
7. Recovery Mission (AIM. A single statement of purpose for the recovery operation. Should encompass medium and long term view. Consider inclusion of improvement.)		
6. Execution Strategy Statements (Specify strategies to be used to achieve each objective. Include Key Performance Indicators for each strategy. Include strategies for return to normal community development processes.)		
Human/Social	Objective Number	
	Objective Number	

	Objective Number	
Infrastructure	Objective Number	
	Objective Number	
	Objective Number	
Economic	Objective Number	
	Objective Number	
	Objective Number	
Environment	Objective Number	
	Objective Number	
	Objective Number	
7. Administration And Logistics (Resourcing)		
<u>Key Agencies involved:</u>		
<u>Additional Resources:</u>		
<u>Recovery Funding:</u>		
8. Command/Control/Communications (Management, Communication And Reporting)		
Plan Endorsed: <Name> Local Recovery Coordinator <Date/Time>		Plan Endorsed: <Name> Local Disaster Coordinator <Date/Time>

Appendix 11
Example format of a Recovery Operational / Action Plan

Recovery Operational / Action Plan - <function> Working Group (best formatted for us on A3 size paper)

Version 1.0

Correct as at: <date>

Priority	Issue or Need (objective)	Action / Task	Agency Responsible	Supporting Organisations	Resources Required	Timeframe	Status	Completion Date

Appendix 12
List of Additional Recovery Centres

Additional Facilities for use as possible Recovery Centres¹
(listed by town and community)

Correct as at <date>

(specific locations to be determined as required by the recovery situation)

Number	Facility Name	Location	Short Description	Contact Details

Notes:

1. Town Halls in each town shall be the primary locations for Recovery Centres. Facilities listed here are provided should the Town Halls be unavailable for use.

Appendix 13
Checklist—Human/Social Recovery

Human/Social Recovery

Components

The social environment includes considerations of:

- Safety, security and shelter
- Health
- Psychosocial wellbeing

Partners/stakeholders

Partners/stakeholders in the social environment include:

- affected communities
- response agencies
- State And Australian Government (health and human services, communities, education, housing, public health)
- non-government organisations (Red Cross, Salvation Army, voluntary organisations and service clubs)
- Local Government
- health authorities, doctors, community health
- representatives of sectors or groups—ethnic, rural, social and sporting clubs
- media

Immediate/Short Term (Relief)

- Conduct immediate needs assessment.
- What has been the impact on individuals and families?
 - how many affected?
 - mortality and injury?
 - potential for psychological/emotional trauma?
 - displacement?
 - loss of property?
 - loss of pets/companion animals?
 - isolation?
 - individuals or groups with special needs?
- What are priority needs (for affected community and recovery operations)?
 - safety?
 - water, food?
 - psychological first aid?
 - emergency accommodation?
 - personal needs?
 - reuniting families?

- material and financial?
- transport?
- health/medical?
- communication?
- information?
- community meeting spaces and connectivity?
- culturally specific needs?

Medium term Recovery

- Conduct medium-term recovery needs assessment.
- What are evolving medium-term recovery needs?
 - psychosocial support?
 - temporary accommodation?
 - material and financial support?
 - health/medical?
 - communication?
 - information?
 - assistance with recovery processes (e.g. grants, insurance, clean up)?
 - community meeting spaces and connectivity?
 - culturally specific needs?
- If required, implement outreach programs.
- Ensure that displaced persons are connected and able to re-engage with their 'home' communities.
- Provide psychosocial support mechanisms.
- Provide support and resources to enable people to access services, including interpreters to cater for cultural and linguistic diversity, resources for people with mobility, vision and hearing impairment, and for people with a cognitive disability.
- Consider the needs of tourists and persons from interstate and overseas.
- Ensure that planning and implementation of services and activities maintain an awareness of cultural implications for various groups.
- If established, coordinate the management and operation of recovery centres.
- Monitor and manage public health advice, safety and disease control.

Long term Recovery

- Are food and water supply secured?
- Is safety and security adequate?
- Do all displaced persons have access to private, self-contained accommodation?
- Are personal health and clinical services restored?
- Are public health issues adequately managed?
- Ensure that persons with special needs are not forgotten in planning processes.
- Establish systems for ongoing psychological/emotional support for affected persons.
- Ensure the redevelopment of social networks and connections.
- Establish ongoing information provision.

Appendix 14 Stages/key process elements Infrastructure Recovery

The table below describes the basic functions of recovery, together with the major issues at each stage and the tasks that are normally undertaken. It can be used at a number of different levels, and may be useful in directing overall recovery, recovery of a single service (e.g. electricity) or even an aspect of a single service (e.g. provision of drinking water standpipes).

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
1. Understand what needs to be done to recover	Moving from initial impact assessment to the much more detailed assessment requires a change in focus	Undertake site assessment/ inspection	Establish and maintain information and records systems (e.g. timelines, logs, as-constructed drawings)
	Establish the extent of the problem	Establish who the relevant stakeholders are	Communicate with stakeholders
	Is the hazard preventing us doing our job on the site itself?	Establish the communications network between site deployment activity and relevant stakeholders	Establishing the roles in the recovery committee Continually monitor and reassess the problem/ situation
2. Identify external constraints	Safe access (physical damage, emergency services, cordons) Legislative, statutory and regulatory requirements	Establish the interdependency relationships with other parties	Open up communication in a meaningful way with all the other people who are involved
	Crime scene, coronial complications		Continually monitor presenting constraints and adjust own actions/ activities as necessary
	Financial constraints	Establish a budget or source of funding/ resourcing Open accounts and lines of credit with suppliers (local where possible)	Manage, monitor and review financial status Inform LRG committee of current status of
	Logistical (material,	Understand relevant	

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
	labour) constraints	requirements and seek relevant permissions/ exemptions where required	works
	Environment (geographical, topographical, meteorological)	Source information regarding environment (maps, reports, advices	
	Identify and negotiate a safe access route (road, rail, airborne, waterborne)	Establish additional resource sources as necessary (material, labour—e.g. volunteers, paid volunteers, surge staff capacity, other sources of additional labour)	
3. Prioritise Tasks	Identify immediate constraints	Compromise, cooperate, set agreed priorities	Communicate agreed priorities with own organisations and other stakeholders (especially the LRG) Communicate immediate successes
	Other stakeholders may have conflicting priorities	Identify, and negotiate with appropriate stakeholders (with the authority to make the decision) to assist with priority setting	
	Retain focus on community needs/ requirements (end goal)	Identify opportunities for 'quick wins'	Monitor the priorities set by the LRG and change / adapt to those as appropriate
4. Put in place short-term/ interim fixes	Manage expectations (stakeholders)	Identify stakeholder requirements	Reinforce and continually monitor agreed priorities with own organisations and other stakeholders (especially the Recovery Committee)
	Maintain operational and public safety standards for interim/short-term fixes	Train and equip personnel (e.g. personal protective equipment/inductions) Carry out immediate tidy-up operations	
	Obtaining materials	Identify supply chains and material providers	
	Waste management (e.g. prescribed materials, environmental,	Collection and disposal of waste material	

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
	biohazards)		
	Contractor resources (own, additional)	Consider accommodation and transport for staff and contractors (including labour hire)	
5. Identify the resource and materials requirements	Obtaining materials	Identify supply chains and material providers Access supply lines	Conduct environmental Scan Report on changing dynamic of, and priorities in, the environment Provide regular status reports to LRG
	Availability of appropriately skilled resources	Train and equip personnel (e.g. personal protective equipment /inductions) Consider accommodation and transport for staff and contractors (including labour hire)	
	Availability of key material	Maintain accessibility of appropriate resources (skills, material)	
	Financial/budget constraints	Plan for redundancy/contingency	
	Incompatible industrial awards/agreements		
	Changing dynamic of the environment	Adapt plans to accord with other players in recovery effort	
6. Strategic planning— including longer-term recovery outcomes	Review recovery goals and objectives, and realign where necessary	Include all stakeholders in the longer-term strategic planning process Liaise with essential service peak providers and bodies to ensure common goals and standards	Include all stakeholders in the longer-term strategic planning process Liaise with essential service peak providers and bodies to ensure common goals and standards
	Project approval processes	Seek approval at appropriate stages (e.g. permits, exemptions etc.)	

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
	There may be a market shift	Align the built environment plan with other parts of the recovery effort	
	Political /community priorities and expectations	Engage with those in the political/community environment (at all levels)	
	Relocation and repopulation of community		
	Major unplanned capital works program for which special funding needs to be obtained	funding and put a long-term budget in place	
	Strategic planning implications—repair versus replacement Insurance cover provisions (or lack of)	Liaise with insurance companies (or representatives) to ensure common goals and standards	
	Legal issues		
	Build back; build back better		
7. Matching internal priorities with external considerations	Seeking agreement on matters of priority (noting that these may well change over time from those initially agreed)	Work with local, regional and national recovery managers Identify interdependencies between us and other parts of the recovery effort	Conduct regular and ongoing consultation with all partners to the process Report on changing dynamic of, and priorities in, the environment Provide regular status reports and advice to LRG
	Vague delineation of responsibility	Identify roles and accountabilities of infrastructure advisory groups/subject matter experts	
	Priorities of other areas of the recovery effort and the recovery manager on behalf of the community	Identify interdependencies between us and other parts of the recovery effort	

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
	Staff fatigue/roster management	Ensure safety standards are adhered to Ensure time out and reflection breaks are taken	
8. Formalising Works programs and carrying out design work	Planning approvals involve regulatory considerations		Provide regular status reports and advice to LRG for liaison and engagement with the community regarding their accommodation, service and cultural needs
	Resource consent needs to be subsequently applied for if there is an ongoing environmental effect	Include scenarios and anticipated consequences within organisational recovery plans	
	Technical resources (especially design consultants)	Provide access to technical resources that can stay involved over the period of the recovery program/ plan	Communicate the plan and design
	Ongoing access to resources (materials, skills, and key/specialist items)	Secure appropriate stores of key/specialist items that are likely to be difficult to source in quantity at short notice	
9. Organising and managing contracts for the physical works	Shortage and/or limited capacity of contractors (both specialist and general building contractors) Additional project management capability may be required	Involve construction and related contractors (who may not have standing/ ongoing contracts) in planning to enable them to identify and understand the demands involved	Provide regular status reports and advice to the LRG for liaison and engagement with the community regarding their accommodation, service and cultural needs
	Tender requirements and processes Contractual/ procurement arrangements	Assess tender applications and award contracts	Communicate status reports on contractual arrangements and agreements to the LRG
	Material supplies	Secure supply chains and material providers	
	Staff resourcing	Consider accommodation and	

Key Recovery Stages/elements	Issues / Challenges / obstacles	Tasks / Key drivers	Communicating, monitoring and review
		transport for staff and contractors (including labour hire) Train and equip personnel (e.g. personal protective equipment/ inductions)	
	Financial constraints		
	Security of staff and materials	Continually assess vulnerabilities and threats to recovery site	
10. Commission works and finalise program		Obtain certificates for final use of built things (e.g. occupancy certificates) Handover	

Stages/key process elements Infrastructure Recovery

(AEMI Community Recovery Handbook 2)

Appendix 15 Checklist for Infrastructure Recovery

Components

The built environment (infrastructure) can be classified broadly as:

Infrastructure that supports essential services:

- transport—roads, rail, bridges, ports, airports, public transport
- energy—power, gas, fuel
- communications—telephone (fixed line and mobile), internet and data, radio and television
- utilities—water, sewage, drainage, sanitation, waste and recycling

Rural infrastructure

- rural—fencing, sheds and buildings, produce handling, irrigation
- animal welfare—shelters, pounds, veterinary facilities, stock containment

Residential infrastructure

- residential buildings—domestic homes, hotels/motels, caravan parks

Commercial/industrial infrastructure

- distribution infrastructure—food and merchandise
- commercial and retail—shops, banks, food outlets, hardware and building, fuel outlets, white goods, pharmacies

Public building and asset infrastructure

- public facilities—hospitals, doctors' surgeries, aged care, schools, police and emergency, service stations
- community buildings—halls, churches, cultural and historic, sporting clubs
- government administration—Council And Government offices

Recovery infrastructure—evacuation, relief and recovery centres, warehousing of donated goods.

Partners/stakeholders

Partners/stakeholders in the built environment include:

- Affected communities
- road and rail authorities and operators
- public transport operators
- energy suppliers and retailers
- water and sewage authorities and retailers
- communication operators
- health and education authorities
- building control authorities
- professional bodies (e.g. architects, engineers, building surveyors)
- others as required (dependent on emergency event and local needs).

Community recovery operational activities

Immediate

- Conduct immediate impact/needs assessment (0 to 3 days).
- What components/services are working/not working?
 - What are priority needs (for affected community and recovery operations)?
 - safety?
 - water, food?
 - emergency accommodation?
 - transport links?
 - health?
 - communications?
 - power, gas?
 - recovery management centres?
 - public facilities?
 - animal management facilities?
- What needs to be done to prevent further damage?
- What hazards exist?

Short to medium term

- Conduct short- to medium-term impact/needs assessment.
- What are evolving short- to medium-term needs?
 - transport, including public transport?
 - food and material distribution infrastructure?
 - power, gas, communications?
 - drainage, sewage?
 - temporary accommodation?
- Can services be reinstated quickly?
- What temporary solutions/'work-arounds' can be implemented?
- Complete 'make safe' operations.
- Re-establish retail/commercial facilities essential for community wellbeing or recovery activities.
- Identify/re-establish community buildings/facilities essential for recovery activities and social connectivity.
- Manage resourcing and ensure supply chains.
- What additional resources will be required:
 - by the affected communities?
 - by recovery operations?
- Are supplies available—locally? regionally? nationally?
- Are contractors available—locally? regionally? nationally?

Long term (ongoing)

- Identify opportunities to improve infrastructure and services during reinstatement.
 - Are damaged or destroyed services or facilities still relevant/appropriate to the community?
 - Are there opportunities to upgrade infrastructure?
 - Are there opportunities to establish new facilities and services?
- Where possible, restore services and infrastructure to be sustainable and more resilient to future events.
- Prioritise and re-establish transport:
 - roads, rail, bridges, ports, airports, public transport.
- Ensure energy supplies and communications are adequate and stable.
- Reinstate utilities.
- Re-establish commercial, retail and distribution infrastructure.
- Re-establish public facilities and community buildings.
- Facilitate restoration of residential buildings.
- Support the restoration of government administration facilities.
- Support the restoration of rural infrastructure and animal welfare.
- Review and establish long-term recovery infrastructure where necessary; for example, long-term community hub.

Appendix 16 Checklist Economic Recovery

Components

Each component may be directly or indirectly affected and the impacts might be tangible or intangible. Economic environment components include:

- residents and households
- public infrastructure, community facilities and the natural environment (essential services such as water and sanitation systems, electricity, gas, telecommunications and transport)
- business enterprises and supply networks (retailers, distributors, transporters, storage facilities and suppliers that participate in the production and delivery of a particular product); other networks including peak bodies, not-for-profit sector etc.
- government.

Partners/stakeholders

Partners/stakeholders in the economic environment include:

- affected communities
- local industry and business
- industry bodies (e.g. chambers of commerce, farmers' federations, tourism associations, manufacturers)
- government agencies (Attorney-General's Department, Centrelink, Australian Taxation Office)
- Local Government
- Insurance Council
- banking and finance operators
- charitable organisations
- others as required (dependent on emergency event and local needs).

Operational activities

Immediate

- What are priority needs (for affected community and recovery operations)?
 - emergency cash grants?
 - access to banking and finance?
 - facilitation of insurance claims?
 - management of appeals donations?
 - information?
 - identification and support to businesses and employers?
- Establish arrangements for collection and management of donated monies.

Short to medium term

- What are evolving, short-term needs?
 - support with insurance claims?
 - access to employment?
 - renegotiation of loans?
 - assistance with grant applications?
 - support with rebuilding contracts?
 - support to small, medium business?

- Restore banking and other financial services as soon as possible.
- Reopen businesses and restore community services.
- Establish arrangements for management and distribution of donated monies.
- Set up business assistance facilities as required.
- Assess employment issues.
- Establish a communications strategy to support local businesses to re-establish or remain open.
- Work with the insurance sector to ensure coordinated response by insurance companies and address adequacy of cover for reconstruction.
- Develop a fast-track insurance processing system and address insurance issues.
- Liaise with the recovery committee to develop a strategy to maximise use of local resources during reconstruction and establishment activities.
- Identify transport and information technology/communications needs and prioritise reconstruction activities to meet community business and manufacturing continuance requirements.
- Facilitate, where required, new mutual aid agreements between authorities and contracts with suppliers.
- Support small to medium enterprise (e.g. advice, referral to a business advisor etc.).
- Re-establish retail/commercial facilities essential for community wellbeing or recovery activities.

Long term (ongoing)

- Identify opportunities to improve the local/regional economy and services during restoration.
 - Are damaged or destroyed businesses still viable and appropriate to the community?
 - Are there opportunities to upgrade business infrastructure?
 - Are there opportunities to establish new businesses and services?
 - Where possible, restore business and infrastructure to be sustainable and more resilient to future events.
- Prioritise and secure supply chains.
- Re-establish commercial, retail and distribution infrastructure.
- Ensure the equitable, accurate and timely distribution of donated monies.
- Support the restoration of rural infrastructure.
- Reassess employment and livelihood issues.
- Explore need and opportunities for ongoing local business support network.
- Communicate planned actions to affected communities, recovery management team, stakeholder organisations

Appendix 17 Environment Risk Management Approach

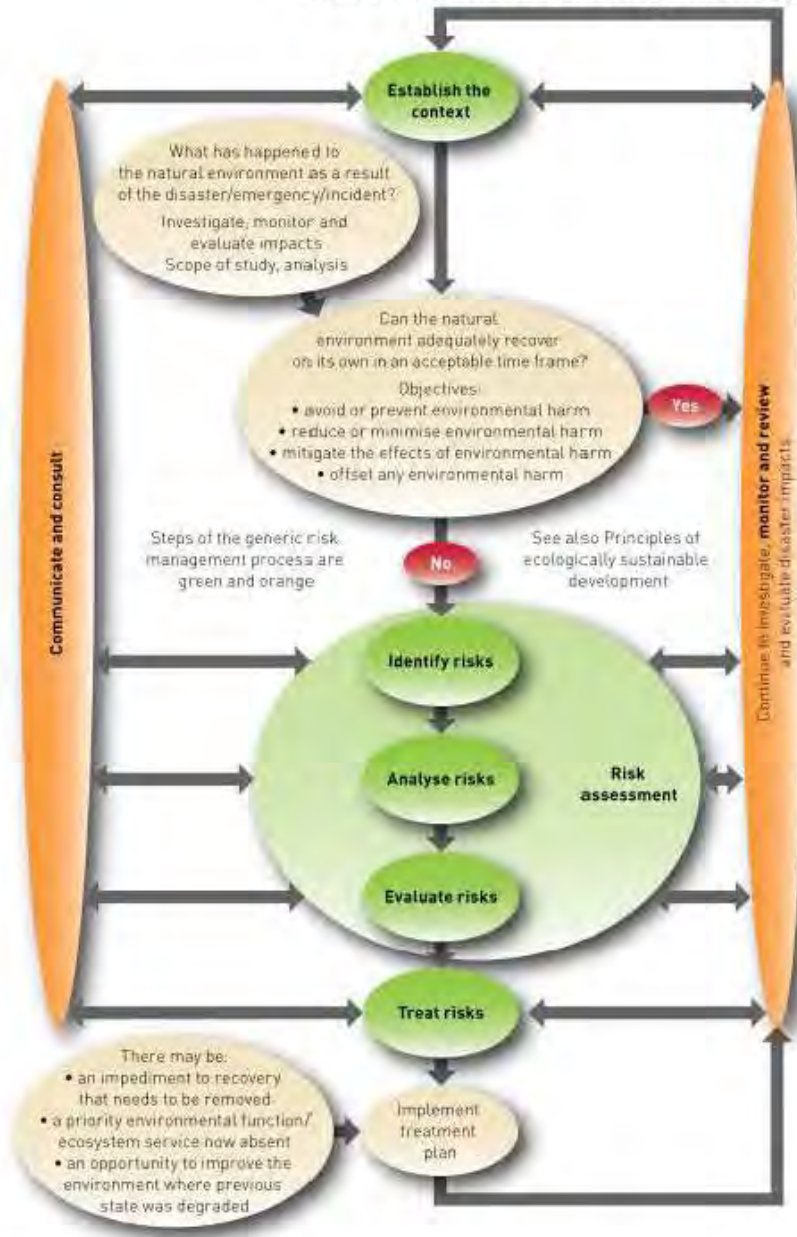


Figure 7 – Key questions to assist in determining environmental risk treatments
(AEMI Community Recovery Handbook 2)

Appendix 18 Checklist Environmental Recovery

Components

Natural environment components include:

- air
- water
- land and soil
- plants and animals.

Partners/stakeholders

Partners/stakeholders in the natural environment include:

- affected communities
- Government agencies (parks, conservation and land management, stream management, environmental protection agencies)
- local government
- Landcare, 'Friends of' environment groups
- wildlife rescue services
- catchment management authorities
- others as required (dependent on emergency event and local needs).

Operational activities

Immediate

- Conduct risk management.
- Make an immediate impact assessment.
- What are priority needs for the natural environment?
 - containment of contaminants?
 - rescue of wildlife?
 - emergency erosion stabilisation?
 - emergency action for threatened species?
 - management of stormwater runoff?
 - restoration of habitat?

Short to medium term

- Ongoing risk management process with continuous monitoring
- What are evolving short- to medium-term needs?
 - clean-up of contaminants?
 - rehabilitation of damaged areas?
 - ongoing care and management of endangered species and injured wildlife?
 - response operations damage restoration?
 - ecological impact assessments?
 - management of ongoing erosion?
 - prevention of further contamination—weeds invasion, fungal disease from response/
 - recovery operations?

- restoration of social amenity?
- recovery of damaged natural resources?
- Restoration of social amenity elements essential for community wellbeing.

Long term (ongoing)

- Identify opportunities to improve the natural environment during reinstatement.
 - Are there opportunities to improve/upgrade amenity and/or ecosystems from previously degraded conditions?
 - Are there opportunities to restore natural environment elements to be sustainable and more resilient to future events?

Appendix 19 Guide to Managing Volunteers

Introduction

The Department of Community, Child Safety and Disability Services is responsible for directing offers of volunteering through appropriate channels. The Department will also ensure that appropriate mechanisms are in place for the registration, referral, training and health and safety of volunteers and community groups. Volunteering Queensland's CREW service acts as the default entry point for the registration and referral of volunteers. Upon activation of the SDCC, Volunteering Queensland will be the only avenue promoted for the registration and referral of volunteers. Local Government will act as the managers of spontaneous volunteers in their jurisdiction, within local capacity. Volunteering Queensland's CREW service may be utilised by Local Government if necessary.

The Interim State Disaster Management Plan 2012, 9.1.16.3, Volunteer management

The above extract from the State Disaster Management Plan notes that the DCCSDS has overarching responsibility for volunteering. However it also notes that Volunteering Queensland and Local Governments are the two primary entities for managing volunteering effort.

The long-term recovery period in disaster situations presents volunteer management challenges that include maintaining the motivation of disaster response volunteers, developing strategies to mobilise new volunteers for the recovery period, and organising large-scale volunteer efforts for clean-up and rebuilding.

This Appendix provides a guide to volunteer management for recovery in the South Burnett Local Government area.

South Burnett Volunteer Philosophy

Recovery planning in the South Burnett recognises the role of volunteers in community recovery. Volunteering often emerges spontaneously within a community and coordination and support is required to maximise outcomes for both the volunteers and those that receive volunteer assistance.

Volunteer coordination is a function of the Human / Social Working Group (if established). This Working Group is responsible for promoting, coordinating and supporting the volunteer effort with the assistance of the other Working Groups as required.

The Working Group (or the Local Recovery Group if no working group is established) should liaise closely with Volunteering Queensland and other volunteer organisations including non-profits to develop appropriate volunteering programs and supporting frameworks to assist the community where practicable.

Volunteer management on the ground e.g. briefings, tasking, resource support, safety, etc. is to be undertaken by non-profit organisations with the appropriate insurance, policies and procedures for effective and safe volunteer management.

The LRG will monitor and report on volunteer effort within the community including providing public information on volunteer progress and outcomes.

Setting Objectives for Volunteer Effort

It is likely that a range of volunteer programs will be needed to address diverse needs in the community. For example volunteers may assist in urban cleanup, farm debris removal and fencing, environmental care projects, provision of psychosocial support, recovery event management, provision of specialised/technical work, or management of donated goods. Matching volunteer availability and skill/resources will be required across diverse functions that operate over different timeframes. For example farm fence repair may be undertaken over months whereas clean-up of community infrastructure will often need to be completed in the immediate aftermath of a disaster.

It is important for the LRG and the Working Groups to clearly define objectives of the volunteering effort to assist planning and to enable the matching of volunteers' availability and skills with tasks on the ground. Volunteering programs, recruitment and management can then be undertaken to achieve those objectives.

Objectives should be SMART i.e. Specific, Measurable, Achievable, Relevant and include a time frame. Volunteer objectives may be short, medium or long term. Long term volunteer objectives should be developed to ensure that volunteer effort can be managed to support the long term recovery of the community.

A volunteer management plan should be developed and endorsed by the LRG. It should be updated regularly to reflect the changing volunteer environment.

The LRG or the Volunteer Coordinator on behalf of the LRG may consider the following when planning and developing volunteer objectives and the programs to achieve them:

Initial Clean up (mud army)	Psychosocial support	Support to businesses (repair/rebuilding)
Farm Clear and Fence Repair programs	Assistance in community recovery event management	Creative fund raising for identified public appeals
Pet Foster Care (for those displaced)	Environmental care	Technical or specialised work/advice
Donations Management and closure of donation centres	Support to community organisations for rebuilding/repair	Assistance in transport of goods/donations
Wildlife care and treatment (wildlife affected by disaster)		

Coordinating Volunteer Effort

A Volunteer Coordinator may be required to assist the LRG in planning and implementing recovery volunteer programs and activities and the LRG should consider the need for such an appointment early in the recovery process. The appointment of a volunteer coordinator provides a central point of contact within the community for volunteer matters and enables volunteer efforts to be closely coordinated, monitored and reported. If a Local Recovery Coordinator is deemed necessary by the LRG, the Local Recovery Coordinator shall work with the South Burnett Regional Council LDC and Chief Executive Officer to appoint a suitable council staff member to the role.

It should be noted that such an appointment may need to be on a full time basis during the initial planning and development of volunteer programs and activities. The workload of a volunteer coordinator is likely to decrease as longer term programs are established e.g. once the volunteering effort has settled into a routine.

To assist in coordination of volunteer effort, the South Burnett Regional Council may consider providing a dedicated telephone number and/or email address for use by the Volunteer Coordinator i.e. volunteering@southburnett.qld.gov.au.

Terms of reference for a Volunteer Coordinator are provided at Attachment 1 to this Appendix.

Working with Volunteer Organisations

The LRG or the Volunteer Coordinator on behalf of the LRG should work closely with Volunteering Queensland and other volunteering bodies to develop relevant and achievable recovery programs and activities. These bodies are critical to effective volunteer management in the South Burnett as they offer the mechanisms and protection needed to effectively use volunteers in response and recovery.

Volunteering Queensland is the primary body charged with volunteer registration and referral in Queensland and offers this service via their Community Response to Extreme Weather (CREW) program. They:

- Are a member of the Queensland State Human/Social Recovery Committee
- Work closely with all lead agencies involved in disaster management
- Assist in emergency volunteer registration and matching of volunteers to identified volunteer programs
- Combine volunteer management techniques and experience with a direct understanding of disaster recovery volunteer needs.

Volunteering Queensland offers the following services:

- Front line buffer for community emergency volunteer response
- Assist in effectively incorporating volunteers into the South Burnett volunteer strategy
- Register volunteers by smart phone, online or by phone
- Collect specific, relevant information on emergency volunteers i.e. location, availability, skill and equipment offered
- Provide comprehensive list of volunteers directly suited to the needs defined by the LRG
- Promotion of volunteer opportunities for local recovery volunteer programs and activities
- Manage expectations of volunteer response including communication with their registered volunteer base
- Assist in keeping volunteers informed and engaged
- Provide advice to the Volunteer Coordinator and LRG on volunteer management
- Provide information and feedback on numbers and types of volunteers registered in the South Burnett local government area.

While Volunteering Queensland offers many services to identify engage with and provide volunteers to assist in recovery, they do not provide volunteer management services on the

ground. For this, local non-profit organisations that have the appropriate insurance, policies and procedures for the effective management of volunteers are needed.

Volunteers identified and provided through Volunteering Queensland's CREW service will need to be affiliated (placed under the control of) such non-profit organisations before they commence any volunteer activities. Under the Queensland State Government's *Civil Liability Act 2003*, which has a volunteer protection clause included, volunteers working in registered non-profit organisations engaged in voluntary activities defined by the organisation are protected from legal action provided they are not acting outside the law. Details of this legislation can be found at:

- <http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CivilLiabA03.pdf>

Volunteer Insurance and Workplace Health and Safety

Organisations that host volunteers are required to have appropriate volunteer insurance and are required to adhere to the Queensland *Workplace Health and Safety Act 2011*. Both volunteers and organisations that use the services of volunteers have obligations under this Act. An information sheet from Volunteering Queensland on volunteer insurance requirements is at Attachment 2 to this appendix.

There are many community nonprofit organisations that have the necessary insurance and workplace policies and procedures (including WH&S) to manage volunteers. These include but are not limited to:

- Service Clubs e.g. Rotary, Lions, Apex, etc.
- Church Groups
- Philanthropic organisations e.g. Uniting Care Community, Salvation Army, etc.
- Specific organisations established to provide post disaster support e.g. BlazeAid.

The LRG, or the Volunteer Coordinator on behalf of the LRG is to ensure that all non-affiliated volunteers are placed under the care and control of appropriate registered nonprofit organisations to ensure volunteers are effectively managed and protected.

Recognising and supporting volunteers

While volunteers do not participate for the sole purpose of reward or recognition, it is important to acknowledge and thank volunteers. Recognising and celebrating volunteers also supports ongoing participation and promotes volunteering in the community.

The LRG should consider ways to recognise volunteer effort throughout recovery. Often this is best done through providing stories of volunteering in local media and on Council's website/Facebook page. Conducting functions, barbeques and local award ceremonies should be considered and undertaken wherever practicable. Visits to volunteers in the workplace by community leaders should be undertaken regularly to recognise volunteers.

Maintaining documentation and record-keeping

The LRG or the Local Volunteer Coordinator on behalf of the LRG should maintain documents and records relating to the volunteer effort. These may include but are not limited to:

- Volunteer Management Plan including agreements between the LRG and individual volunteer organisations
- A Community Volunteer Needs Register that records the volunteer needs within the community and enables the matching of need to offers of assistance.
- Community Offers of Assistance Register that records offers of assistance from the community and enables matching of offers to community volunteer need.
- Register of Pet Foster Care providers and those who need such services to assist in ensuring effective pet foster care services.
- Register of suitable nonprofit organisations both locally and those offering services from outside the local government area.
- Register of donation centres established by the community following a disaster to assist in determining how these centres may be progressively closed down.

Public Information

The LRG should ensure that public information on volunteering needs and outcomes is regularly provided to the community including providing updates on progress of volunteering programs and activities. This serves the dual purpose of assisting in volunteer recognition and ensuring continued community support for the volunteering effort.

Attachment 1 – Terms of Reference Volunteer Coordinator

Attachment 2 - Insurance – Organisations involving volunteers

Attachment 1 to Appendix 19 Terms of Reference – Volunteer Coordinator

The position of Volunteer Coordinator is analogous to that of a human resources manager or personnel officer. While such positions do not carry line management responsibilities, meaning that there is no direct supervision of volunteers, HR managers have an important and essential role to play in ensuring that human resources are planned for and managed effectively in a manner consistent with established policies. In much the same way the Volunteer Coordinator acts as the link between the LRG and volunteers or volunteer organisations themselves. The Volunteer Coordinator does not necessarily supervise or manage volunteers but manages/coordinates the volunteer programs and volunteer policies as detailed in the Volunteer Management Plan.

Role: To plan for, coordinate, monitor and report on volunteer effort to support community recovery on behalf of the LRG.

Responsibilities

- Assist in the development and implementation and maintenance of the volunteer management plan endorsed by the LRG.
- Assist in promotion of volunteering opportunities as defined in the volunteer management plan.
- Maintain volunteer documentation and records.
- Match offers of assistance to identified community recovery volunteer needs.
- Work with Volunteering Queensland and other volunteer providers and registered nonprofit organisations to ensure volunteers are identified, engaged, coordinated and managed effectively.
- Provide public information on recovery volunteering needs, and the progress of recovery volunteering programs and activities.
- Identify opportunities and implement strategies to recognise volunteers.
- Report regularly to the Chair of the Human/Social Working Group on the implementation of the volunteer management plan.

Reporting

The Volunteer Coordinator reports to the Chair of the Human/Social Working Group. Reporting requirements should be established by the Chair on the appointment of a Volunteer Coordinator. As a guide the Volunteer Coordinator should be expected to report / advice on:

- The community need for volunteers to support recovery (assisted by the other Working Groups).
- Offers of assistance within the community and how effectively such offers are able to be matched to community need.
- Availability of volunteers and strategies to overcome volunteering shortfalls.
- Resources required to support volunteers.

Attachment 2 to Appendix 19 Insurance – Organisations Involving Volunteers

The following is taken from Volunteering Queensland's Information Handout on Insurance for organisations involving volunteers.

It is an organisation's responsibility to ensure that appropriate insurance cover is provided to protect volunteer staff and volunteer members of community management committees.

The insurance broker is the agent of the organisation and arranges insurance for individuals or organisations having negotiated the best possible policy terms and premium from the insurance market. The insurance broker may renegotiate with different underwriters from time to time in order to get the best deal.

The Queensland State Government passed a *Civil Liability Act 2003* which has a volunteer protection clause included. Volunteers working in registered nonprofit organisations engaged in voluntary activities defined by the organisation are protected from legal action provided they are not acting outside the law.

Volunteering Queensland recommends that organisations involving volunteers seek professional advice in determining what cover is available and most appropriate for their needs. The first requirement in considering insurance is to understand the various types of cover available to protect volunteers. The following is a list of the types of insurance to be considered.

Volunteer Workers Personal Accident Insurance

Personal Accident Cover for volunteers (which is similar to the State Government's compulsory work cover for paid employees) covers volunteers for certain out-of-pocket expenses following accidental injury, disability or death while carrying out their work on behalf of the organisation.

Depending on the policy, this type of insurance should normally cover loss of income. It is important to remember that this cover is rarely included in Public Liability Insurance, and therefore a separate policy needs to be taken out with the insurance broker or underwriter. Personal Accident Insurance is not excessively expensive and usually not difficult to obtain. It is important to be aware of any age limit or any activities that might be excluded from this insurance cover. There is usually a \$50-\$100 excess for non-Medicare medical expenses. These details are spelt out in the policy wording. Students or work-placements may not be included in this insurance policy. It is therefore important to check the policy before engaging students or work-placements.

Public Liability Insurance

This insurance covers the organisation's legal liability to pay damages to a third party (e.g. member of the public or clients of the organisation) for personal injury or property damage accidentally caused by a member of the organisation including its volunteers. A separate or extended cover can be taken out to include legal costs in relation to a claim being made against the organisation. Some insurance brokers will include Product Liability as an extension of their Public Liability Policy.

Directors & Officers Liability Insurance

This insurance is specifically designed to indemnify committee members and office bearers for loss, including legal costs where they have been proven to be negligent in the course of performing their role in the organisation. It is important to be familiar and understand the wording of this policy particularly the extent of cover and specific exclusions under the policy.

Professional Indemnity Insurance

Brokers and insurance companies can combine Professional Indemnity and Directors & Officers Liability Insurance into one policy. Professional Indemnity Insurance is expensive and may not be necessary for all organisations. It is therefore important to seek professional advice before taking out this insurance cover. This cover can be designed to compensate organisations for loss incurred through a claim made against the organisation for breach of professional duty or advice arising from negligence, error, omission, defamation, loss of records or documents, dishonest acts, etc. by volunteers (including management committee members) and paid staff. It is important to be familiar with and understand the wording of this policy as it often has a number of inclusions and exclusions.

Motor Vehicle Comprehensive Insurance

This insurance covers vehicles owned and driven by volunteers or paid staff for loss or damage to the vehicle or third party property. It is important to have a motor vehicle policy if volunteers or paid staff are using their own motor vehicle or the organisation's vehicle in the course of their work requirements. It is advisable for volunteers to inform their motor vehicle insurer, if they are using their own vehicle in the course of their voluntary work.

Property & Contents Insurance

This insurance includes damage or theft to the organisation's property or contents. It is similar to Household Contents Insurance. Other types of insurance for organisations to consider are Product Liability & Event Insurance.

Risk Management

Risk Management is a process used to identify the extent and nature of the risks involved in the activities carried out by an organisation. This process is designed to prevent or reduce the level of risk to an organisation. It is also the best way to identify the most appropriate insurance cover or covers for an organisation.

For more information about risk management and insurance covers and their content, visit www.volunteeringqld.org.au or contact Volunteering Queensland's Manager Training & Quality.

Disclaimer

Volunteering Qld has made every effort to ensure the appropriateness of the information contained in this document. However, as the information is for general use and is not intended to serve as advice, no warranty is given in relation to the accuracy, reliability or appropriateness of any information. No part of the information is intended to replace detailed and expert advice in respect of individual circumstances. Users of this information are therefore encouraged to consult with their chosen professional advisers before making any decision. Volunteering Qld disclaims all and any liability to any person in respect to any consequence of actions or otherwise based on information contained herein.

Checklist 1 Pre-event recovery planning

Identify emergency risk

- Access emergency risk register for the relevant jurisdiction/area/region, if completed.
- Take information from the process to inform the development of recovery planning.
- Identify community strengths.

Engage key/relevant stakeholders

- Based on risks identified, engage key stakeholders, including community representatives, local government, and government and non-government agencies.
- Provide them with details of risk assessment and request that they consider the potential impacts of this assessment on their community and area of responsibility.

Coordinate all-hazards pre-event planning

- Assemble the key stakeholders and facilitate discussion around identified risks and community recovery planning.
- Ensure that key stakeholders have emergency activation capability and procedures, and operational capacity.
- Establish escalation procedures.
- Agree and assign roles and responsibilities.
- Develop a process for activating and implementing an integrated emergency recovery plan for each of the four environments for the relevant jurisdiction.
- Gain endorsement of recovery plans from stakeholder organisations.

Exercise, evaluate and review

- Plan and undertake exercises to test activation procedures, and stakeholder contingency planning.
- Collectively evaluate outcomes of exercises, identifying successes and opportunities for improvement in recovery planning and request that stakeholders also review their agency specific emergency contingency planning.

Checklist 2

Undertake Community Recovery Management/Coordination

Keeping pace with the evolving situation

- Immediately establish liaison with LDC.
- Ensure initial and ongoing impact assessment data feed into recovery programs and processes.
- Continuously review and analyse community needs for service provision planning.
- Establish processes for information from all avenues (public meetings, call centre or recovery centre feedback, debriefings) to feed into planning cycle.
- Adapt community recovery plans in accordance with the evolving or changing community needs and priorities.

Engaging and empowering the affected communities

- Ensure regular and ongoing engagement with affected persons.
- Provide leadership, facilitation, support and empowerment.
- Create opportunities for community leaders to evolve.
- Create opportunities and support for affected persons and communities to lead and manage their own recovery.
- Allow communities to self-identify.
- Negotiate and agree on the prioritised tasks based on community needs and requirements, including short-term/interim fixes.
- Build trust through respectful listening and understanding.
- Establish active feedback processes and opportunities.
- Maximise the availability of information to affected persons.

Managing people

- Provide strong, clear and responsive leadership.
- Ensure safe operating conditions for recovery personnel and community.
- Ensure that workloads are sustainable by establishing management structures, delegating responsibilities and utilising 'spans of control'.
- Ensure that recovery workers, managers and volunteers have defined work times and adequate rest breaks.
- Ensure that briefings occur for all oncoming personnel.
- Ensure that debriefs are conducted at the end of each shift to ensure capture of information as well as defusing personnel.
- Provide opportunities for formal defusing and ongoing emotional and psychological support for recovery personnel.
- Avoid convergence by providing clear information and direction as to how non-impacted persons might help.
- Develop a strategy to manage politicians and VIPs.

Managing resources

- Ensure legislative, statutory and regulatory requirements are observed.
- Identify resources and material requirements, including supply chains.

- Avoid convergence by providing clear information and direction as to what and how voluntary resources might help.
- Establish systems for recording offers of assistance (human resources and material).
- Identify staffing needs early and enable rapid recruitment.
- Ensure that all staff have appropriate skills and qualifications and relevant authorisations.
- Ensure that funding is provided immediately for essential services restoration.
- Ensure that all expenditures are recorded.

Managing information and communications

- Ensure that data collection and management systems are established as soon as possible and maintained.
- Ensure that information is continually provided to:
 - affected community members
 - recovery personnel
 - recovery management team
 - recovery management partners and stakeholders
 - organisational hierarchy (managing up)
 - elected representatives.
- Form partnerships with media and use their resources to disseminate information.
- Ensure that information:
 - is relevant
 - is timely
 - is clear
 - is best available
 - is targeted
 - is credible
 - is consistent
 - coordinated
 - is provided in multiple methods and media
 - provides opportunity for feedback
 - is repeated as appropriate.
- Create opportunities for two-way communication through:
 - meetings
 - workshops
 - surveys
 - telephone, email and web sites.

Ensuring coordination and integration

- Provide coordination of activities and stakeholders to ensure that:
 - services and facilities are restored based on community needs and priority resources are utilised efficiently
 - clear roles and responsibilities are established and adhered to
 - deficiencies and opportunities are identified quickly
 - Establish a recovery management centre.
- Establish and work with recovery committees to plan and develop longer-term strategic and sustainable recovery outcomes.

- Consider establishing management groups for each of the four environments (Human/Social, Infrastructure, Economic and Environment. based on nature of event and impact assessments.
- Ensure that all four environments are integrated and coordinated, acknowledging the interdependencies between them.

Checklist 3

Recovery Management/Operational Considerations

Immediate

- Conduct immediate impact/needs assessment (0 to 3 days)
- obtain briefing from LDC what has happened?
- capture as much information on community impact as possible from the local disaster coordination centre
 - what has been the impact on individuals and families?
 - what are priority needs (for affected community and recovery operations)?
 - what needs to be done to prevent further damage?
 - what hazards exist?
- Contact and alert recovery support staff.
- Activate and brief relevant partners/stakeholders from social, built, economic and natural environment agencies/organisations.
- Establish data collection and management systems.
- Establish communications systems with affected persons.
- Establish community information development and distribution systems.
- Ensure that systems are in place to manage the wellbeing of recovery personnel.
- Provide clear information and advice to media and non-impacted persons on how they can help.
- Implement actions to address priority needs managing a structure, determining/assigning responsibilities and defining reporting processes
- Communicate planned actions to affected communities, recovery management team, stakeholder organisations.

Short to medium term

- Review immediate actions
 - are priority needs being met?
 - were any missed in immediate assessment or have new ones emerged?
- Continue short- to medium-term impact/needs assessment (coordinated and using multiagency deployment) what are evolving short- to medium-term needs?
- Allow evolution of, and engage with, community leaders and decision makers and discuss longer-term governance and planning.
- What plans/programs/relationships/activities/groups existed before the emergency event that might contribute to the recovery effort?
- Implement outreach programs if required.
- Ensure that persons displaced from 'home' communities are provided with mechanisms and strategies to re-engage with their 'home' communities.
- Coordinate an ongoing impact assessment process through multi-agency deployment.
- Develop a strategy to avoid excessive or unwanted services.
- If necessary, establish processes and systems for managing donations of monies and goods and offers of help.

Long term (ongoing)

- Conduct review of short- to medium-term activities
 - are priority needs being met?

- were any missed in immediate and short-term assessment or have new ones emerged?
- Continue the needs assessment process to inform planning, support and service provision.
- Empower and support affected communities to manage their own recovery. Consider providing executive and administrative support and specific expertise as required.
- Advocate on behalf of affected communities to government and authorities for financial and resource support.
- Establish ongoing information provision.
- Communicate planned actions to affected communities, recovery management team, stakeholder organisations.

Transition

- Work with affected communities to determine appropriate timing and processes for transition from recovery to normal services.
- Ensure services are in place to support ongoing needs of affected persons.
- Identify to government and organisations long-term changes in the community environments resulting from the emergency event (for example, population or industry changes).
- Communicate planned actions to affected communities, recovery management team, stakeholder organisations

Checklist 4 Outreach

Outreach support may be an important component of recovery to both fully assess the impact of the event and to ensure all community members have access to core recovery information and services available.

If it is going to be used, outreach should generally commence as soon as access is made available to affected areas and the purpose of the use of an outreach program should be clearly articulated.

Actions

Consider the following actions when using an outreach approach in disaster recovery.

- Activate designated outreach manager/organisation.
- Obtain briefing from recovery manager on:
 - nature of emergency
 - area or impact
 - objectives of proposed outreach program.
- Confirm purpose, objectives and activities of outreach program.
- Consider multi-agency outreach teams.
- Assemble and brief outreach management and operational staff.
- Establish mapping systems (geographic, property).
- Establish data collection, collation and distribution systems.
- Inform communities about the outreach program.
- Prepare contingencies for communicating with non-English speakers and people with communication disabilities.
- Ensure safety issues for outreach teams are identified, communicated and managed.
- Assemble resources for outreach teams:
 - vehicles
 - printed information
 - water.
- Establish rosters.
- Undertake briefing and debriefing of outreach field teams.
- Provide information and feedback to recovery management team on:
 - extent of damage to residential buildings
 - community needs
 - individual specific needs
 - identification of high-needs persons/households.
 - Provide referral to specialist services as required.
 - Ensure ongoing support for outreach staff.

Checklist 5 - Evacuation/Emergency Relief Centre

Evacuation centres and emergency relief centres are established to provide for the basic life needs of people displaced and/or impacted by emergency events. They should provide basic services and enable self-management. In many instances persons displaced by emergency events prefer to find accommodation with friends and families and consider these centres as a last resort.

Basic life needs

Basic life needs include:

- sustenance—water and food
- shelter
- safety and security
- information
- first aid
- personal support
- registration

Location considerations

These centres will have limited activation time and should be pre-determined and established. Location of pre-planned centres should consider likely hazards (flood, fire, hazardous materials etc.), population, services, capacity and facilities.

Minimum facility requirements

- Accommodation—appropriate to population catchment.
- Access—to the centre, within the centre.
- Parking—appropriate to population.
- Communication—telephone (fixed and mobile), computer networks and internet, television and radio.
- Catering—kitchen facilities, fridges and freezers.
- Toilets and showers.
- Children's areas.
- Companion animal management.
- Management facilities—management, administration and staff rest areas.
- Security.

Possible facility equipment requirements (stored on site or available at short notice)

- Bedding.
- Tables and chairs.
- Water and food.
- First aid equipment.
- Information boards—white boards, pin boards, flip charts etc.
- Signage—for centres and services.
- Personal requisites for attendees.
- Power boards and leads.
- Emergency lighting.
- Companion animal management equipment.

Possible administration equipment requirements

- Keys and access codes.
- Laptop computers with mobile connectivity.
- Printers, photocopiers, fax machines.
- Mobile/satellite telephones (and chargers).
- Contact lists.
- Prepared administrative paperwork (e.g. operating guidelines, centre information handouts, log books, report forms, registration forms, staff roster forms, records of offers of assistance, records of requests for assistance etc.).
- Staff roles and orientation information.
- Data storage devices for computers with plans and templates.
- Stationery supplies—pens, markers, tape, paper, note pads, staplers, hole punches, folders, display boards, pins, magnets.
- Staff identification—vests, name/identification badges.
- Maps.
- Personal protective equipment and supplies (note: if stored on site or in kits, many of these items will need to be checked/replaced annually).
- Document security and management.

Management considerations

- Traffic and parking management.
- Welcome and orientation.
- Security and safety.
- Purchasing and petty cash management.
- Cleaning and waste management.
- Animal management.
- Catering.
- Special needs support.
- Childcare support.
- Staff management.
- Volunteer support and management.
- Management of donations and offers of support.
- Communications with emergency coordination centre/recovery liaison/recovery management centre.

Checklist 6 Recovery Centre

Recovery centres can provide support to affected communities in the restoration of their emotional, social, economic and physical wellbeing, and can facilitate the provision of services. A range of services can be collaboratively based in the same facility and may vary according to the impact of the disaster but usually consist of:

- information
- material and financial aid
- temporary accommodation
- access to services such as insurance, building advice etc.
- access to government agencies
- psychosocial wellbeing services
- meeting places.

Location considerations

These centres can be pre-planned; however, they will have a longer lead time and will be most effective if established within easy reach of affected communities. Locations should consider accessibility to affected persons (transport, proximity to service centres etc.) and facility attributes. In major events these may be long-term facilities. Public facilities that have established ongoing usage may be unsuitable. Consideration might be given to accessing/renting offices or similar facilities in suitable locations.

Minimum facility requirements

- Accessible to affected population.
- Accessible to mobility impaired people.
- Long-term occupancy.
- Kitchens.
- Toilets.
- Parking.
- Heating and cooling.
- Access to communications.
- Reception area.
- Private and secure management spaces.
- Comfortable and private meeting/counselling spaces.
- Comfortable rest areas.

Possible facility equipment requirements

- Tables and chairs.
- Comfortable lounges and chairs.
- Information boards—white boards, pin boards, flip charts etc.
- Signage—for centre and services.
- Power boards and leads.
- Emergency lighting.
- Kitchen requisites.

Possible administration equipment requirements

- Laptop computers with computer networks/mobile connectivity.

- Printers, photocopiers, fax machines.
- Fixed line and mobile telephones (and chargers).
- Contact lists.
- Prepared administrative paperwork (e.g. operating guidelines, centre information handouts, log books, report forms, registration forms (visitor and staff), staff roster forms, records of offers of assistance, records of requests for assistance etc.
- Staff roles and orientation information.
- Data storage devices for computers with plans and templates.
- Stationery supplies—pens, markers, tape, paper, note pads, staplers, hole punches, folders, labellers etc.
- Staff identification—vests, name/identification badges.
- Maps.
- Document security and management.
- Safe.

Management considerations

- Welcome and orientation.
- Car/bike parking facilities.
- Security and safety.
- Work space needs and allocation.
- Coordination of recovery activities.
- Sharing and coordination of data and information.
- Purchasing and petty cash management.
- Cleaning and waste management.
- Catering.
- Special needs support.
- Staff management and support (including food, water and rest).
- Volunteer support and management.
- Management of donations and offers of support.
- Communications with emergency coordination centre/recovery liaison/recovery management centre

Checklist 7 Managing People

Preparedness

Recovery operations will be most successful and the impact on staff will be minimised where staff involved:

- have been involved in training and exercising
- are operating in their normal area of expertise
- have clear role statements and operating guidelines
- have clear and supportive management.

Operations

For occupational health and safety:

- consider appointing a safety manager
- ensure safety issues are identified and managed and communicated
- establish appropriate duty times
- establish clear roles and responsibilities.

For staff involved in the emergency event:

- consider the needs of staff personally affected by the emergency event.

Establish formal and informal arrangements for supporting the wellbeing of recovery staff, including:

- operational briefing and defusing
- mentoring
- food, water and rest breaks
- shorter than normal duty times
- team meetings
- manager briefings on likely impacts and staff needs
- organisational employee assistance programs
- private counselling.

Briefing and debriefing

Undertake briefing sessions for all oncoming staff and at regular intervals during recovery operations. Briefings should include:

- overview of the nature and of the impact of the emergency
- overview of recovery purpose and operations
- detail of specific activities (relevant to the area of operations)
- identification of persons in charge, organisations and people involved in the operations site
- the actions that have been taken to date
- the actions that are planned for the future
- the actions that are required in this shift period
- the resources that are available and not available
- methods and timing of communications
- staff arrangements (e.g. shift times, breaks, additional support etc.)
- time for questions.

Debriefing is important to:

- ensure that information is gathered and passed on to oncoming staff
- ensure that staff going off duty have an opportunity to defuse and wind down before leaving the operations site.

Post-recovery

Consideration should be given to:

- allowing a reasonable rest break after conclusion of emergency involvement (days)
- briefing managers and co-workers about likely staff impact and needs
- reducing workload and expectations for a few weeks
- backfilling and supporting roles
- facilitating emergency staff get-togethers, recognition and 'thank you' events
- facilitating and enabling ongoing emotional and psychological support.

Checklist 8 Community Recovery Evaluation

There are key considerations for evaluation processes in recovery.

- What is your evaluation for (i.e. its purpose—efficiency, effectiveness, appropriateness and/or process evaluation)? For example, it may be to inform ongoing and future interventions.
- What sources of feedback and documentation will you use to evaluate the delivery of community recovery services?
- What methods will you use (i.e. the general approach—formal and informal, quantitative/qualitative, longitudinal study, development of appropriate tools)? For example, will you use debriefs and questionnaires, surveys, data analysis, community involvement/ownership?
- What is the range of evaluations (i.e. the effects of the intervention/program for individuals/ groups/community conducted in conjunction with other services/interventions)?
- How will you keep evaluation process flexible to respond to the changing competencies of the community?
- What are the ethics considerations—who conducts the evaluation? In a sensitive post-disaster environment when you conduct evaluation, who oversees it? Who makes decisions regarding the ethics questions?
- What objectives or principles are you measuring against?
- Evaluation tools should be in place at the outset (through databases).
- How independent is the evaluation process? Does it need to be independent?
- Ensure stakeholders are included (victims, emergency services, business communities, general community).
- What feedback will be appropriate for the community—type, timing?



Financial and Resource Implications

Within current budget allocations

Link to Corporate/Operational Plan

Corporate Plan 2014-2018

EC4.1 Ensure the Local Disaster Management Plan enables the community to be prepared for, prevent, respond to and recover from disasters.

Communication/Consultation (Internal/External)

The Local Disaster Recovery Plan Version 1.0 was prepared in consultation with Emergency Management Queensland and adopted by Council in 2013.

A comprehensive revision of the plan has occurred over a 6 month period consulting the following groups within the South Burnett Disaster Management framework:

- Infrastructure Recovery Working Group
- Economic Recovery Working Group
- Environment Recovery Working Group
- Human/Social Recovery Working Group
- Local Disaster Recovery Group
- Local Disaster Management Group
- South Burnett Regional Council

Both the Local Disaster Recovery Group and the Local Disaster Management Group have formally endorsed the South Burnett Disaster Recovery Plan Version 2.0

Legal Implications (Statutory Basis, Legal Risks)

The *Disaster Management Act 2003* requires Council to prepare a Local Plan for disaster management in its area and to approve that Plan.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

IR No 2363945

Author Cr Gavin Jones

Date 9 June 2017

Précis

Roads & Drainage Portfolio Report

Summary

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

5.2 Roads & Drainage (R&D)

Officer's Reports

No Report.

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2330267 - Blackbutt Town Hall - Community Hub Relocation and Modernisation

Document Information

IR No 2330267

Author Manager Design & Technical Services

Endorsed By Acting General Manager Infrastructure

Date 6 June 2017

Précis

State Government requesting a commitment from Council towards the funding of infrastructure for the Blackbutt Town Hall relocation in 2017/18.

Summary

Council has submitted a funding application to the Department of State Development under the Building Our Regions scheme and requires Council endorsement of the project in 2017/18 financial year.

Officer's Recommendation

That Council reply to the State Government advising that it:

- supports submission of the Blackbutt Town Hall – Community Hub Relocation and Modernisation application;
- is committed to delivering the project and approves any applicant financial and/or in-kind contributions; and
- is committed to the management and costs associated with the ongoing operation and maintenance of the infrastructure

Financial and Resource Implications

A co-contribution equivalent to 50% of the cost of the project is required under the conditions of the Building Our Regions scheme. The application has been priced at \$500,000 requiring Council to

contribute \$250,000 if successful in the 2017/18 financial year. If the application is not successful, then Council would need to fund the full amount.

Link to Corporate/Operational Plan

EC1 An informed and engaged community
INF1 Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

Consultation has been both undertaken internally and external to Council with there being a general support from the Blackbutt community to be involved in the establishment of the relocated structure. The divisional Councillor has been active in distributing the project to the South Burnett and portraying a positive image through the various forms of media.

Legal Implications (Statutory Basis, Legal Risks)

The Building Our Regions scheme will require Council to enter into a formal funding agreement abiding by the terms and conditions of funding 50% of the cost of the project. The nominated timeline of works is conservative with reasonable contingency and further communications with Council's Road Construction team will assist on minimising the risk associated with the funding agreement.

Policy/Local Law/Delegation Implications

Not applicable

Asset Management Implications

The Blackbutt Town Hall and its associated infrastructure will form part of the programmed maintenance cycle for Council in maintaining a level of service to the Blackbutt community. This asset is proposed to be catering for public events and through the redevelopment of this infrastructure, it is envisaged that there will be greater use of the facility making it more efficient.

6. Portfolio - Community, Arts, Tourism and Health Services

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Document Information

IR No 2363888

Author Cr Danita Potter

Date 9 June 2017

Précis

Community, Arts, Tourism and Health Services Portfolio Report

Summary

Cr Potter presented her Community, Arts, Tourism and Health Services Portfolio Report to Council.

Officer's Recommendation

That Cr Potter's Community, Arts, Tourism and Health Services Portfolio Report to Council be received.

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

IR No 2363895

Author Cr Terry Fleischfresser

Date 9 June 2017

Précis

Planning and Property Portfolio Report

Summary

Cr Fleischfresser presented his Planning and Property Portfolio Report to Council.

Officer's Recommendation

That Cr Fleischfresser's Planning and Property Portfolio Report to Council be received.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 1694181 - IDAS Application - Material Change of Use - Proposed Medical Centre at 83 Drayton Street Nanango - Lot 13 SP289205 - MCUC2016/0015

Document Information

IR No MCUC2016/0015

Author Technical Officer - Planning

Endorsed
By Manager – Planning & Land Management
Director - Corporate Services

Date 1 June 2017

Précis

IDAS Application - Material Change of Use - Proposed Medical Centre at 83 Drayton Street Nanango - Lot 13 SP289205 - MCUC2016/0015

Summary

Key Point Summary

- Application for a Medical Centre which falls within the Commercial Use Class under the Planning Scheme;
- Subject site area for the proposed Medical Centre is in the Residential zone;
- Application is Code “Inconsistent” within the Residential Zone of the Nanango Shire IPA Planning Scheme;
- Proposal triggers assessment against the Urban Locality Code and Cultural Features Overlay Code (SMOA Map 2F);
- Application triggered referral to Department of Infrastructure, Local Government and Planning;
- The proposed Medical Centre is a low scale use of the land within an area of mixed residential and non-residential land uses and is considered an appropriate use located on a property that is already zoned for a Medical Centre; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Development Application for a Material Change of Use (Medical Centre) at 83 Drayton Street, Nanango (and described as Lot 13 on SP289205) subject to the following conditions:

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Sheet Name – Site Plan, Project Number 16-2317-SPY, Date – 6th March 2017, Sheet 1;
 - Sheet Name – Floor Plan, Project Number 16-2317-SPY, Date – 6th March 2017, Sheet 2;
 - Sheet Name – Elevations, Project Number 16-2317-SPY, Date – 6th March 2017, Sheet 3;
 - Sheet Name – 3D Views, Project Number 16-2317-SPY, Date – 6th March 2017, Sheet 4.
- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
 - Development Permit for Plumbing and Drainage Work.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.

Compliance Assessment

- GEN5. All conditions of this development approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

Fencing

- MCU1. Fence construction along the eastern, western and southern property boundaries is to be of solid screen fencing to a height not exceeding 1.8m from natural ground level.
- Fences or walls over 1.2 metres in height are tapered to 1.2 metres in height over a length of 4 metres toward any road frontage.

Refuse Storage/Collection

- MCU2. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.
- MCU3. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- a) level;
 - b) provided with impervious hard stand and drained; and
 - c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence.
- MCU4. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- a) all tap outlets must be fitted with backflow prevention devices;
 - b) the floor areas are to be drained to sewer; and
 - c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

- MCU5. Medical Waste – Cytotoxic and infectious disease waste is not to be disposed of through the general waste stream. Cytotoxic and infectious disease waste must be disposed of via a regulated waste transporter/disposal operator.

Landscaping

- MCU6. Landscaped planting is to be established as per the following requirements:-
- A Minimum of 1-2m wide strip along the rear property boundary (excluding vehicle manoeuvring areas) as indicated on the site plan;
 - A minimum 1-2m wide strip along the eastern site boundary as indicated on the site plan (excluding paths); AND

Plant species may be selected from Council's Branching Out – Your Hand Guide to Tree Planting in the South Burnett (refer to booklet provided).

- MCU7. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

Advertising Devices

- MCU8. Any proposed signage associated with the proposed development must meet the requirements of Business Name Plates as set out in Schedule 4 of the Nanango Shire IPA Planning Scheme and Subordinate Local Law No. 1.4 Installation of Advertising Devices 2011.

Property Access

- ENG1. Property access must comply with Department of Transport & Main Roads requirements.

No new access to the site will be permitted.

Car Parking & Manoeuvrability

- ENG2. Provide the following car parking bays in accordance with the requirements of Schedule 1 and Table S1.1 of the Nanango Shire Council IPA Planning Scheme and in compliance with the requirements of the current version of AS/NZS 2890:
- (a) at least twelve (12) line-marked bays for B99 vehicles, including one (1) disabled bay; and
 - (b) one (1) ambulance parking bay outside the reception area, which must be at least 10.5m long, 3.5m wide; and with 3.5m vertical clearance, to suit a Small Rigid Vehicle (SRV) and any ambulance vehicle that is expected to attend the site.

- ENG3. The disabled car park must be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.

- ENG4. All driveways, vehicle manoeuvring areas and turning radii must be designed and constructed in all other respects in accordance with the requirements of the current version of AS/NZS 2890.1 for a B99 vehicle, except that the turning radii and areas used by the ambulance, including the driveway, parking and manoeuvring areas must be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.2 to suit a SRV and any ambulance vehicle that is expected to attend the site.

- ENG5. Provide drawings in both .PDF and .DWG format demonstrating the turning templates to both enter and leave the proposed ambulance parking bay using a SRV and any ambulance vehicle that is expected to attend the site; and to both enter and leave other proposed parking bays using a B99 vehicle for compliance assessment to Council's General Manager of Infrastructure.

- ENG6. Kerbing and wheel stops associated with the car parking bays must be low enough to provide for clearance under vehicles as the B99 swept vehicle path intrudes over them.
- ENG7. The car parking areas and internal driveways must be constructed, drained and surfaced with either asphaltic concrete, bitumen or reinforced concrete so as to minimise dust emissions, erosion and sediment run-off. The construction and design must be in accordance with the current version of AS/NZS 2890.1.

Kerb and Channel

- ENG8. Any damaged kerb & channel must be re-instated to a profile matching the existing profile in Drayton Street, at no cost to Council.

Pedestrian & Disabled Access

- ENG9. Provide a Signage & Linemarking Plan for compliance assessment to Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)*; ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and car parking areas must be adequately sign-posted indicating combined usage by pedestrians and vehicles.

Stormwater

- ENG10. Revise and resubmit the *Stormwater Management Report* by AT Consulting dated 13/01/17 for Compliance Assessment to Council's General Manager of Infrastructure, indicating drainage paths for all roofed and impervious areas. The on-site SMP must also detail the following:
- Drainage paths within the property and to the lawful point of discharge;
 - Hydraulic design for stormwater including sizing and location of all proposed pipes and channels and provision of all software data files;
 - Location of gully pits, field inlets, on-site detention storage including inlet and outlet details, etc.;
 - Details of all pre- and post-development flows and related hydraulic parameters; and
 - Details of any cut or fill required to direct stormwater to a lawful point of discharge.
- ENG11. All stormwater drainage systems, including all surface, underground and roof water components, must effectively drain all stormwater falling onto the proposed development to Council's stormwater system, rain water tanks or other lawful point of discharge.
- ENG12. The applicant must provide evidence to Council's satisfaction of a lawful right to discharge stormwater to and through other properties.
- ENG13. A stormwater drainage system draining to the street or stormwater network must be installed to serve the site, designed in accordance with the provisions of the *Queensland Urban Drainage Manual (QUDM)*, so that the post-development flows at all points of discharge to all downstream properties including road reserves remains consistent with the pre-developed case.
- ENG14. Where stormwater cannot be satisfactorily drained to the Drayton Street and/or Gipps Street road frontages, drainage infrastructure meeting the requirements of QUDM for a Level II or III roof and allotment system as necessary must be provided along such boundaries of the proposed lots and through other properties as appropriate via easements to be dedicated to Council.
- ENG15. Stormwater drainage must be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.

- ENG16. Detailed engineering design drawings of the proposed stormwater system must be submitted for compliance assessment to Council's General Manager of Infrastructure showing:
- a) plans and longitudinal sections for stormwater infrastructure, including sizes, types and classes, levels and locations of all proposed pipes, manholes, gully pits, field inlet pits, culverts, open channels, on-site detention/ retention tanks and/or basins including inlet and outlet details, guttering and downpipes; and
 - b) hydraulic grade lines, stormwater flow rates and velocities for critical storms.
- ENG17. All stormwater systems must be constructed in accordance with the approved drawing details before commencing the use.
- ENG18. Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), must be installed in the kerb and channelling during construction in all locations where inter-allotment drainage systems are not required, in accordance with the requirements of Table S2.13 *Stormwater Design and Construction Standards* of the Nanango Shire IPA Planning Scheme. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed. Alternatively, if discharge to kerb and channelling is not proposed, then details of the proposed stormwater network discharge point and complete connection details are required.
- ENG19. Any new earthworks, landscaping, pavements or structures must not concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Easements & Drainage Reserves

- ENG20. Provide all easements or drainage reserves found necessary for whatever purpose during the course of engineering investigation and design. Such easements or drainage reserves must have a width that is appropriate to their purpose, but in any case, generally not less than 4m, except where otherwise stated. Such easements or drainage reserves must be deeded to Council when the Survey Plan is presented for sealing.
- ENG21. The widths of easements and drainage reserves must be justified on the basis of hydrologic and hydraulic analyses and report within the Stormwater Management Plan report required to be submitted for Compliance Assessment.
- ENG22. Easements are required over any inter-allotment drainage systems. Such easements must be not less than 3m in width.

Water Supply

- ENG23. The proposed development must connect to Council's reticulated water supply system in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Nanango Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) at no cost to Council.
- ENG24. The applicant must model its internal water supply system and:
- (a) test the existing available pressure and flow characteristics from the adjacent Council mains and establish whether a private booster pump will be required;
 - (b) establish whether existing fire hydrants are adequate to meet the required firefighting needs, and if not, identify the additional fire hydrants and their required locations;
 - (c) liaise with the RFS for its requirements, at no cost to Council; and
 - (d) provide all identified on-site requirements at no cost to Council.

Relocation of Other Infrastructure & Services

- ENG25. All works, including the relocation of any infrastructure or services (such as Telstra, lighting etc.) required as a result of this approval, including these conditions, must be completed at no cost to Council.

Sewerage

- ENG26. The proposed development must connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Nanango Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) requirements at no cost to Council.
- ENG27. The Applicant must submit sewerage detail plans for compliance assessment to Council's General Manager of Infrastructure, for redirecting sewage from proposed lot 11 directly to Council's existing MH2035/6 under a separate development application for Operational Works.

Building Over and Adjacent to Sewer

- ENG28. Where concrete vehicular access pavement is proposed to be built over an existing or proposed sewer, construction jointed sections must be incorporated to facilitate future Council access for maintenance/service purposes. The joints must be located symmetrically about the centre-line of the sewer and at least 600mm apart. The location of the existing sewer may be inferred from the location of the nearest manholes to each side of the pavement.
- ENG29. Any damage to Council's sewerage infrastructure must be repaired by the applicant at no cost to Council.

Earthworks

- ENG30. Any proposed earthworks must be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Nanango Shire IPA Planning Scheme Part 3 Division 2 section 3.4, unless approved separately under a development permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; accepted engineering Codes of Practice and Industry Guidelines. A certificate of quality and uniformity of fill must be provided by the Supervising RPEQ for all filled areas.

Lighting

- ENG31. The applicant must ensure that all external lighting (not including street lighting) is designed in accordance with the requirements of AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".
- ENG32. The applicant must design and install all artificial illumination so as not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises.

Operational Works

- ENG33. All assets to be donated to Council must be designed and constructed under a separate development permit for Operational Works, in accordance with the requirements of the Nanango Shire IPA Planning Scheme and other standards and guidelines as specified herein and within the Operational Works approval conditions.

RPEQ

- ENG34. All engineering designs and drawings submitted to Council for engineering approval must be certified by an appropriate Registered Professional Engineer of Queensland as having been prepared by; or under the direct supervision of a Registered Professional Engineer of Queensland (RPEQ) and contain the full name, RPEQ number, signature and date signed of the responsible RPEQ engineer.

Advice

- ADV1. The Department of Infrastructure, Local Government & Planning has imposed conditions on the development permit as attached as Attachment C.
- ADV2. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.
- ADV3. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding. A search can be arranged by visiting <http://www.datsima.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form
- ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.
- ADV6. The applicant is advised that the existing water mains passing the site along Drayton Street are of asbestos cement manufacture and appropriate safety measures and methodology are required when working at or near these mains. All live works including new connections and capping off of any connection no longer required will be carried out by Council at the applicant's cost.
- ADV7. Any work over or adjacent to Council's sewerage, water supply or stormwater drainage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material is subject to the requirements of the Queensland Development Code MP1.4 *Building over or near relevant infrastructure*.
- ADV8. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed works must be GDA94 MGA Zone 56.
- ADV9. Council expects that as-constructed revisions of all drawings submitted for compliance assessment will be provided in DWG or DXF format and in accordance with the IPWEA 2015 *Guidelines for Creation and Submission of ADAC XML Files*. All text should be easily legible at A3 size.

ADV10. The applicant remains responsible for ensuring the adequacy of its internal water supply system.

ADV11. Should a water connection upgrade be required based on the applicant's requirements, this will be at the applicant's cost.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

8. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation

8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Document Information

IR No 2363944

Author Cr Roz Frohloff

Date 9 June 2017

Précis

Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Summary

Cr Frohloff presented her Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Officer's Recommendation

That Cr Frohloff's Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

8.2 Water & Waste Water (W&WW)

Officer's Reports

8.2.1 W&WW - 2363693 - Adjustment to Level 3 Water Restriction Watering times

Document Information

IR No 2363693

Author Manager Water & Waste Water

**Endorsed
By** Acting General Manager Infrastructure

Date 2 June 2017

Précis

Report recommending a slight change to watering times across the South Burnett Region for water users supplied by reticulated water under Level 3 Restrictions.

Summary

The report provides information regarding requests to change the hours of watering permitted under the Level 3 Restrictions.

Officer's Recommendation

That under section 41 of the Water Supply (Safety and Reliability) Act 2008, Council amend the hours of allowed watering under Level 3 Demand Management for residential water useage to 7am to 8am, where Council provides reticulated water across the region.

Financial and Resource Implications

It is expected that water consumption will lower from the implementation of Level 3 water restrictions which will result in a drop in revenue in each of the water business units. This will be factored into the 2017/18 budget. Changing the timing of watering will not affect this.

Link to Corporate/Operational Plan

INF1 - Infrastructure that meets our communities needs

Communication/Consultation (Internal/External)

The proposal to impose Level 3 water restrictions was discussed with Councillors at the March 2017 Portfolio meeting.

Legal Implications (Statutory Basis, Legal Risks)

The Water Supply (Safety and Reliability) Act 2008 governs the placing of restrictions by water service providers.

Policy/Local Law/Delegation Implications

The General Manager Infrastructure has the delegation to implement these water restrictions.

Asset Management Implications

There are no asset management implications.

9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

IR No 2363946

Author Cr Kathy Duff

Date 9 June 2017

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

Cr Duff presented her Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That Cr Duff's Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

9.2 Natural Resource Management & Parks (NRM&P)

Officer's Reports

9.2.1 NRM&P - 2363581 - Approval of the South Burnett Biosecurity Surveillance Program in accordance with the Biosecurity Act 2014.

Document Information

IR No 2363581

Author Manager NRM & Parks

**Endorsed
By** General Manager Corporate Services

Date 1 June 2017

Précis

Approval of the South Burnett Biosecurity Surveillance Program in accordance with the *Biosecurity Act 2014*.

Summary

Under the Biosecurity Act 2014 Council is required to develop and conduct a Biosecurity Surveillance program formerly known as a Pest Survey Program to detect and monitor the treatment of restricted and prohibited weeds and pest animals species within their Local Government area.

A Biosecurity Surveillance Program enables authorised local government officers to conduct property inspections to identify and map the extent of outbreaks and monitor treatment programs to assist landholders to meet their general biosecurity obligation under the *Biosecurity Act 2014*.

Officer's Recommendation

That Council approve the commencement of the South Burnett Biosecurity Surveillance Program for restricted and prohibited matter under the *Biosecurity Act 2014* across the South Burnett Regional Council area starting on 1 July 2017 and finishing 30 June 2018.

Financial and Resource Implications

No additional resources required above allocated resources within Natural Resource Management budget.

Link to Corporate/Operational Plan

Corporate Plan ENV1 - Our region's environment assets are promoted, protected and enhanced. Strategy - *Protect and enhance the diverse array of natural assets that exist in the region in accordance with relevant legislation.*

Communication/Consultation (Internal/External)

Draft program presented and approved at portfolio meeting. Approved draft forwarded to Department of Agriculture and Fisheries for consultation, recommendations were received and adopted in the attached final version.

Legal Implications (Statutory Basis, Legal Risks)

Requirement of Local Government under the *Biosecurity Act 2014*.

Policy/Local Law/Delegation Implications

Consistent with Councils pest management compliance procedures.

Asset Management Implications

No assets required

9.2.2 NRM&P - 2365984 - Expression of Interest - Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities

Document Information

IR No 2365984

Author General Manager Corporate Services

**Endorsed
By** Chief Executive Officer

Date 7 June 2017

Précis

The purpose of this Expression of Interest (EOI) is to invite individuals or organisations to submit proposals to lease, manage and operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities.

Summary

Following approaches by a number of parties expressing interest in leasing and operating the Coolabunia Saleyards (*currently staffed and operated by Council staff*), consideration is being given to the leasing out of the facilities to private operators.

In accordance with the *Local Government Regulation 2012* a local government is required to call tenders for the lease of Council land (*deemed to be a disposal of a valuable non-current asset*). Council may invite Expressions of Interest under section 228 of *the Local Government Regulation 2012* before considering whether to invite written tenders. An Expression of Interest invites Respondent's to lodge submissions from which Council may prepare a shortlist from the persons who responded to the Expression of Interest and invite tenders from the persons on the shortlist.

Officer's Recommendation

That to determine the level of interest and scope of services that may be offered by private providers, Council call Expression of Interests (EOI) in accordance with *Local Government Regulation* section 228 for individuals or organisations to express their interest to lease, manage and operate the Coolabunia Saleyards and/or South Burnett Regional Council's Dip Facilities.

Financial and Resource Implications

Administration of the Expression of Interest process - The Expression of Interest process does not commit Council to any particular course of action. Any financial or resource commitments will be assessed as part of any proposed future actions (i.e. tender).

Link to Corporate/Operational Plan

EXC1 *Effective financial management*; Optimise Council's revenue, based on realistic and equitable policies and practices.

INF1 *Infrastructure that meets our community needs*; Provide & maintain appropriate infrastructure to meet community needs

Communication/Consultation (Internal/External)

Council's Solicitors (King & Company)

Expressions of Interest will be advertised / open for a minimum of 21 days.

Legal Implications (Statutory Basis, Legal Risks)

Expression of Interest (EOI) to be conducted in accordance with the provisions of *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

No implications can be identified.

Asset Management Implications

No implications can be identified. Asset management impacts will be considered as part any proposed future actions.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

IR No 2363923

Author Cr Ros Heit

Date 9 June 2017

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

Cr Heit presented her Finance, ICT and Human Resources Portfolio Report to Council.

Officer's Recommendation

That Cr Heit's Finance, ICT and Human Resources Portfolio Report to Council be received.

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2365017 - Fourth Quarter Capital Budget Review 2017

Document Information

IR No 2365017

Author: General Manager Finance

Date: 6 June 2017

Précis

Review of 2017 Capital Budget for the fourth quarter of the 2016/2017 financial year.

Summary

A review of the 2016/2017 Capital Budget has been undertaken to take into account any necessary amendments and known changes. The \$10,000 increase in mains network renewals for Blackbutt Water accounts for the movement in Water and the \$10,000 decrease in capex for the Blackbutt Treatment Plant resulted in the movement in Waste Water.

The following table summarises the result.

Capital Budget

	Second Quarter Revised Budget	Third Quarter Proposed Budget	Movement
Buildings	\$ 3,455,500	\$3,455,500	
Plant and Equipment	3,727,800	3,727,800	
Road and Drainage	14,863,455	14,863,455	
Water	3,994,530	4,004,530	10,000
Waste Water	7,604,850	7,594,850	(10,000)
Waste	396,600	396,600	
Total	\$34,042,735	\$34,042,735	-

The revised Capital Program is attached.

Officer's Recommendation

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Capital Budget to 30 June 2017 be adopted.

2016/2017 Capex Report for Council

Project Code	Project Description	2016/2017 Adopted Budget	2015/2016 Budget Carryover	First Quarter Budget Adjustments	Second Quarter Budget Adjustments	Third Quarter Budget Adjustments	Fourth Quarter Budget Adjustments	Total Available Budget	Commitments	2016/2017 Actual YTD
Buildings & Other Structures										
Admin Office - Kinga										
		12,000.00	290,000.00	-	-	28,000.00	-	330,000.00	28,985.28	17,112.77
Admin Office - Nanan										
		180,000.00	-	-	-	-	-	180,000.00	-	-
Admin Office - Wonda										
		-	100,000.00	-	100,000.00	-	-	-	-	-
Aerodrome - Kingaroy										
		40,000.00	-	-	15,000.00	-	-	55,000.00	105.09	29,576.76
Aerodrome - Wondai										
		15,000.00	5,000.00	-	15,000.00	-	-	5,000.00	-	-
Art Gallery - Wondai										
		35,000.00	-	-	-	5,200.00	-	29,800.00	-	29,745.00
Caravan Park - Murgon										
		-	-	-	-	-	-	-	-	3,545.32
Caravan Park - Wonda										
		-	-	-	-	-	-	-	-	1,124.26
Cemeteries - Kingaro										
		10,000.00	-	-	-	-	-	10,000.00	-	14,873.45
Cemeteries - Nanango										
		10,000.00	-	-	-	-	-	10,000.00	-	-
Cemeteries - Wondai										
		10,000.00	-	-	-	-	-	10,000.00	-	-
Cemeteries - Proston										
		-	-	-	-	-	-	-	-	15,005.28
Cemeteries - Blackbu										
		75,000.00	-	-	-	-	-	75,000.00	-	29,251.82
Depot - Nanango										
		30,000.00	-	-	-	-	-	30,000.00	-	-
Depot - Kingaroy										
		40,000.00	-	-	-	40,000.00	-	-	-	-
Depot - Murgon										
		20,000.00	-	-	20,000.00	-	-	-	-	-
SES - Nanango										
		-	-	-	130,000.00	-	-	130,000.00	-	-
Hall - Kingaroy Town										
		90,000.00	50,000.00	-	6,000.00	52,100.00	4,000.00	202,100.00	140,314.55	1,074.51
Hous Rent - Mur Maca										
		-	-	-	-	-	-	-	-	4,710.91
Hous Rent - Nari Pion										
		30,000.00	-	-	30,000.00	-	-	-	-	-
Museum - Boondooma H										
		15,000.00	-	-	-	15,000.00	-	-	-	-
Museum - Nanango Rin										
		-	-	-	25,000.00	28,400.00	-	53,400.00	-	23,358.00
Museum - Kroy Mens S										
		75,000.00	-	-	-	46,000.00	-	29,000.00	-	29,025.00
Parks & Gardens										
		400,000.00	46,000.00	-	-	-	-	446,000.00	415,242.04	685,542.57
Priv Hospital - Buil										
		20,000.00	-	-	20,000.00	90,000.00	-	90,000.00	-	2,612.63
Priv Hos P&E Proj										
		100,000.00	47,000.00	-	-	-	-	147,000.00	47,000.00	69,617.92
Saleyards - Coolabun										
		50,000.00	40,000.00	-	-	-	-	90,000.00	16,363.64	20,000.00
Swimming Pool - King										
		20,000.00	-	-	20,000.00	-	-	-	-	6,988.29
Swimming Pool - Murg										
		-	-	-	11,000.00	11,700.00	-	22,700.00	-	21,817.21
Swimming Pool - Nana										
		15,000.00	-	-	-	5,000.00	4,000.00	6,000.00	6,000.00	3,143.64
Swimming Pool - Wond										
		90,000.00	10,000.00	-	39,000.00	-	-	61,000.00	-	56,530.67
Tourism - Yallakool										
		50,000.00	20,500.00	-	-	-	-	70,500.00	1,880.00	12,734.19
Tourism - Lake Boon										
		120,000.00	7,500.00	-	-	-	-	127,500.00	21,765.45	545.92
Public Conveniences										
		214,000.00	116,000.00	-	43,000.00	-	-	373,000.00	33,567.05	208,299.11
Sp/ground-Maldenwel										
		20,000.00	-	-	-	7,000.00	-	27,000.00	-	26,313.34
Sp/ground-Murgon										
		20,000.00	30,000.00	-	-	-	-	50,000.00	-	-
Depot - Wondai										
		40,000.00	-	-	20,000.00	-	-	60,000.00	-	5,959.93
Sp/ground-Hivesville										
		-	34,000.00	-	-	-	-	34,000.00	4,090.91	31,941.82
Region Pools										
		-	16,000.00	-	-	16,000.00	-	-	-	-
W4Q Program										
		-	-	-	-	701,500.00	-	701,500.00	362,692.25	253,615.52
		1,846,000.00	812,000.00	-	6,000.00	791,500.00	-	3,455,500.00	1,078,006.26	1,539,572.62
Intangibles										
Business System										
		298,000.00	594,300.00	-	-	-	-	892,300.00	454,632.65	184,619.19
		298,000.00	594,300.00	-	-	-	-	892,300.00	454,632.65	184,619.19
Plant & Equipment										
Info Serv - ICT										
		265,000.00	14,000.00	-	-	-	-	279,000.00	-	252,845.78
Plant & Fleet Manage										
		2,435,000.00	121,500.00	-	-	-	-	2,556,500.00	541,432.67	1,757,506.15

Project Code	Project Description	2016/2017 Adopted Budget	2015/2016 Budget Carryover	First Quarter Budget Adjustmnts	Second Quarter Budget Adjustmnts	Third Quarter Budget Adjustmnts	Fourth Quarter Budget Adjustmnts	Total Available Budget	Commitments	2016/2017 Actual YTD
		2,700,000.00	135,500.00	-	-	-	-	2,835,500.00	541,432.67	2,010,351.93
Roads										
W4Q Program		-	-	-	-	1,290,000.00	-	1,290,000.00	77,863.35	267,015.71
Streetscapes		-	-	-	-	-	-	-	-	700.00
Bridges		2,300,000.00	932,200.00	-	682,200.00	-	-	2,550,000.00	5,595.19	1,720,991.95
Min Cap-Rural Drain		130,000.00	-	-	-	-	-	130,000.00	-	140,219.01
Min Cap-Urban Roads		-	-	-	-	-	-	-	-	216.23
Min Cap-Grav Resheet		1,250,000.00	-	-	300,000.00	-	-	1,550,000.00	101,620.00	1,256,844.67
Min Cap-Pave Rehab		1,200,000.00	-	-	810,000.00	-	-	390,000.00	608.00	323,573.73
Min Cap-Foot/Bikeway		180,000.00	-	-	150,000.00	-	-	330,000.00	6,797.09	99,241.19
Reseals - 2014/15		-	-	-	-	-	-	-	1,507,636.42	-
Reseals - 2016/17		1,500,000.00	-	-	50,000.00	-	-	1,450,000.00	-	1,383,170.65
TIDS - LRRS Projects		1,893,000.00	-	-	30,000.00	-	-	1,923,000.00	-	2,026,879.81
Roads to Recovery		2,640,000.00	231,955.00	-	-	-	-	2,871,955.00	79,093.28	1,949,643.49
Loan Funded Projects		-	1,640,000.00	-	512,000.00	-	-	1,128,000.00	4,934.02	835,269.62
Soil Laboratory		10,000.00	-	-	500.00	-	-	10,500.00	-	22,531.26
Urban Drainage		440,000.00	-	-	455,000.00	-	-	895,000.00	10,381.50	812,131.82
SafeST		270,000.00	-	-	75,000.00	-	-	345,000.00	759.98	267,851.01
		11,813,000.00	2,804,155.00	-	1,043,700.00	1,290,000.00	-	14,863,455.00	1,795,288.83	11,059,385.07
Water Services										
Water - General Oper		150,000.00	15,000.00	-	35,000.00	-	-	200,000.00	26,535.38	293,113.36
Water - Blackbutt		120,000.00	-	-	-	-	10,000.00	130,000.00	-	-
Water - Kingaroy		1,100,000.00	1,231,900.00	-	-	-	-	2,331,900.00	339,296.40	398,274.33
Water - Murgon		241,700.00	465,930.00	-	-	-	-	707,630.00	20,043.17	610,980.25
Water - Nanango		220,000.00	-	-	-	-	-	220,000.00	181.82	14,485.66
Water - Proston		50,000.00	-	-	-	-	-	50,000.00	16,490.91	19,300.05
Rural Water - Prosto		100,000.00	-	-	35,000.00	-	-	65,000.00	-	272.47
Water - Wondai		200,000.00	-	-	-	-	-	200,000.00	-	147,553.12
Water - Wooroolin		100,000.00	-	-	-	-	-	100,000.00	-	-
Wastewater - Kingaro		-	-	-	-	-	-	-	4,732.91	221,369.40
		2,281,700.00	1,712,830.00	-	-	-	10,000.00	4,004,530.00	407,280.59	1,704,803.70
Wastewater Services										
Wastewater - General		150,000.00	-	-	-	-	-	150,000.00	-	26,602.76
Wastewater - Blackbu		100,000.00	100,000.00	-	-	-	10,000.00	190,000.00	-	-
Wastewater - Kingaro		2,200,000.00	-	2,940,000.00	-	-	-	5,140,000.00	344,372.64	2,345,236.83
Wastewater - Murgon		430,000.00	272,000.00	-	70,000.00	-	-	772,000.00	5,266.66	22,418.40
Wastewater - Nanango		500,000.00	317,700.00	-	300,000.00	-	-	617,700.00	86,890.91	14,473.39
Wastewater - Wondai		270,000.00	325,150.00	-	230,000.00	-	-	825,150.00	10,533.33	8,622.08
		3,650,000.00	1,014,850.00	2,940,000.00	-	-	10,000.00	7,594,850.00	447,063.54	2,364,147.94
Waste										
Waste Management - R		52,000.00	344,600.00	-	-	-	-	396,600.00	21,550.00	229,628.33
		52,000.00	344,600.00	-	-	-	-	396,600.00	21,550.00	229,628.33
		22,640,700.00	7,418,235.00	2,940,000.00	1,037,700.00	2,081,500.00	-	34,042,735.00	4,745,254.54	19,092,508.78

Financial and Resource Implications

The revised capital budget maintains the link with achieving the Operational Plan 2016/2017 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Budgets were reviewed with the relevant budget manager.

Legal Implications (Statutory Basis, Legal Risks)

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

10.2.2 F - 2365091 - Fees and Charges Schedule

Document Information

IR No 2365091

Author General Manager Finance

Endorsed
By Chief Executive Officer

Date 6 June 2017

Précis

Fees and Charges for the South Burnett Regional Council.

Summary

Each year the Council considers the level of fees and charges.

The Fees and Charges Schedule attached includes both the Regulatory Fees and Commercial Charges.

Section 97(2) of the *Local Government Act 2009* provides examples of a Cost Recovery Fee/Regulatory Fee:

“A **cost-recovery fee** is a fee for—

- (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an **application fee**); or
- (b) recording a change of ownership of land; or
- (c) giving information kept under a Local Government Act; or
- (d) seizing property or animals under a Local Government Act; or
- (e) the performance of another responsibility imposed on the local government under the *Building Act* or the *Plumbing and Drainage Act*.”

A commercial fee is for a service which Council provides, however the service could also be sourced from another provider.

In the case of Cost Recovery Fee/Regulatory Fees the Act also states that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

The Fees and Charges in the attached schedule have been generally increased by 2%. However some fees have not changed from those charged in the 2016/2017 financial year and a more detailed review undertaken in some cases. The charges for 2016/2017 financial year have been included in the schedule to allow comparison with the proposed charges for the 2017/2018 financial year.

As per section 98(1) of the *Local Government Act 2009* South Burnett Regional Council maintains a register of Cost Recovery Fees.

Officer's Recommendation

That the Fees and Charges listed be received and adopted effective from 1 July 2017 continuing in place until further reviewed by Council.



Register of Fees and Charges

2017/2018



Contents

Animals - Domestic	Halls-Category A	Right to Information & Information Privacy
Animals - Other	Halls-Category B	Roads
Art Gallery	Halls-Category C	Saleyards & Dips
Bjelke-Petersen Dam	Library	Searches
Books	Pest Management	Soil Laboratory Testing
Boondooma Dam	Planning	Swimming Pools
Buildings	Plumbing	Waste Services
Caravan Parks	Printing & Stationery	Waste Water
Cemeteries	Private Works	Water - Sales
Engineering Assessment	Rentals	Water Supplies
Environmental Health Licenses / Permits		

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Req / Com	
Animals - Domestic						
Impounding						
Release Fee: Cats & Dogs						
Drop Off (If able to find owner prior to taking to Animal Housing Facility)	\$ 55.00	\$ 59.00	N	Local Government Act 2009 397 (2)(d)	R	
First Impounding	\$ 105.00	\$ 105.00	N	Local Government Act 2009 397 (2)(d)	R	
Second Impounding	\$ 167.00	\$ 167.00	N	Local Government Act 2009 397 (2)(d)	R	
Third Impounding (Fee plus possible fine of minimum 2 penalty units)	\$ 175.00	\$ 175.00	N	Local Government Act 2009 397 (2)(d)	R	
Fourth Impounding				Legal Action	Legal Action	
Dogs - Unregistered (Excludes Non-Registrable Areas)	\$ 213.00	\$ 213.00	N	Local Government Act 2009 397 (2)(d)	R	
Sustenance Fee	/ day	\$ 8.00	Y		C	
Veterinary and Other Costs		At Cost	Y		C	
(Payment prior to release of impounded animal of actual Veterinary and other costs incurred in impounding the animal)		At Cost	Y		C	
Delivery of Cat / Dog Cage and / or the Collection of Stray Cat / Dog		At Cost	Y		C	
Permits						
To Keep Excess Animals (e.g. three (3) Dogs) in a Registrable Area						
Application for Permit	\$ 175.00	\$ 175.00	N	Local Government Act 2009 397 (2)(a)	R	
Registration - Dogs						
Defined Area						
Defined Area Entire Dog	\$ 149.00	\$ 163.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Defined Area Entire Dog - Microchipped	\$ 114.00	\$ 129.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Defined Area Deceased Dog	\$ 57.00	\$ 64.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Defined Area Deceased Dog - Microchipped	\$ 29.00	\$ 33.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Pensioner (Deceased & Microchipped Dogs Only) - 50% of Defined Area Deceased & Microchipped	\$ 14.50	\$ 16.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Guide Dogs for the Blind / Deaf / Companion	No Charge	No Charge				
Breeders and Show Dog						
Breeders and Show Dog Permit	\$ 275.00	\$ 281.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Non-Defined Area						
Non-Defined Area Entire Dog	\$ 24.00	\$ 26.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Non-Defined Area Deceased Dog	\$ 9.00	\$ 11.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
ID Tag / Replacement Tag	\$ 8.00	\$ 11.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Working Dog - Tag Cost Only	\$ 8.00	\$ 11.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Guide Dogs for the Blind / Deaf / Companion	No Charge	No Charge				
Regulated Dogs						
Declared Restricted Dog	\$ 273.00	\$ 300.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Declared Muzzling Dog	\$ 326.00	\$ 361.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Declared Dangerous Dog	\$ 656.00	\$ 722.00	N	Animal Management (Cats & Dogs) Act 2008 Cl3, Pt1, S44 (2)	R	
Taxes						
Dog or Cat Trap Hire	/ day	No Charge	No Charge			
Registration						
All fees are waived for the initial registration for the first registrable year for dogs purchased through the RSPCA rehoming facility.						
If newly obtained dog is registered in the first 6 months of the registration period then full registration fee applies.						
If newly obtained dog is registered in the last 6 months of the registration period then 50% of registration fee applies.						
Reciprocal registration applies for an animal currently registered in another shire and transferring to the South Burnett. No fee applies for remainder of current registration period.						
Deceased Dog						
Deceased Animal Refund - 50% refund of the initial registration fee where animal is deceased in the first 6 months of the registration period. There will be no refund where the animal is deceased after the first 6 months of the registration period.						
Deceased / Microchipping - New Animal or Renewal						
If the dog is registered (as Entire and / or Non-Microchipped) and the animal is subsequently deceased / microchipped within 6 months of being registered then there will be a reimbursement of the difference between the registration fee paid and the revised fee upon production of the necessary supporting documentation / certificate.						

Page 222

Fees & Charges						
Type of Charge	16 / 17	17 / 18	18 / 19	Head of Power	Reg / Cam	
Animals - Other						
Deposure (Maximum Fees as Prescribed by Regulations)						
Cattle & Horses - Minimum Charge	/ head per week	\$ 1.05	\$ 1.05	N	Local Government Act 2009 397(2)(a)	R
Cattle & Horses - Maximum Charge	/ head per week	\$ 2.55	\$ 2.55	N	Local Government Act 2009 397(2)(a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas) - Minimum Charge	/ head per week	\$ 0.10	\$ 0.10	N	Local Government Act 2009 397(2)(a)	R
Small Animals (Pigs, Goats, Sheep, Alpacas) - Maximum Charge	/ head per week	\$ 0.40	\$ 0.40	N	Local Government Act 2009 397(2)(a)	R
Impounding						
Cattle & Horses						
Impounding Fee (Release)	/ head	\$ 350.00	\$ 305.00	N	Local Government Act 2009 397(2)(g)	R
Poundage Fee	/ head per day or part thereof	\$ 38.00	\$ 40.00	N	Local Government Act 2009 397(2)(h)	R
Inspection Fee - Impounded Livestock - Wondai Pound	/ head - 15 min interval	\$ 37.00	\$ 38.00	N	Local Government Act 2009 397(2)(i)	R
Spray Fee - Impounded Livestock - Wondai Pound	/ head	\$ 12.50	\$ 12.75	N	Local Government Act 2009 397(2)(j)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 397(2)(k)	R
Sustenance Rate	/ head per day or part thereof	\$ 25.00	\$ 25.50	N	Local Government Act 2009 397(2)(l)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 397(2)(m)	R
Extracts from Register	/ extract	\$ 24.00	\$ 24.50	N	Local Government Act 2009 397(2)(n)	R
Straying Stock Not Impounded - Returned to Owner by Council Officer	/ call out	On the Spot Fine	On the Spot Fine	N	Local Government Act 2009 397(2)(o)	R
Pigs / Goats / Sheep / Other Domestic Livestock						
Impounding Fee (Release)	/ head	\$ 140.00	\$ 140.00	N	Local Government Act 2009 397(2)(g)	R
Poundage Fee	/ head per day or part thereof	\$ 24.00	\$ 24.50	N	Local Government Act 2009 397(2)(h)	R
Transport Costs		At Cost	At Cost	N	Local Government Act 2009 397(2)(k)	R
Sustenance Rate	/ head per day or part thereof	\$ 15.00	\$ 15.00	N	Local Government Act 2009 397(2)(l)	R
Advertising Cost		At Cost	At Cost	N	Local Government Act 2009 397(2)(m)	R
Extracts from Register	/ extract	\$ 24.00	\$ 24.50	N	Local Government Act 2009 397(2)(n)	R
Sale of Impounded Animals						
Auction of Animals as Advertised - Refer to Local Law (CEO or Poundkeeper Authorized to Conduct Sales)						

South Burnett Regional Council

Page 222

Page 222

Book 17/2016/16

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Req / Com	
Art Gallery / Agency						
To Exhibit in Main Gallery	\$ 200.00	\$ 205.00	Y	To talk to Art Team 22.05.17	C	
To Show Works in Two Side Galleries (Each)	\$ 100.00	\$ 105.00	Y		C	
To Show Works in "Earlworks" Gallery	\$ 150.00	\$ 155.00	Y		C	
Commission on All Works Sold including the Draft Shop	20%	20%	Y		C	

Receipt of Fees and Charges

COMB

COMB011

Fees & Charges						
Type of Charge	16/17	17/18	GST	Head of Power	Req / Com	
Beira-Petersen Dam and Recreation Park						
	1-2 days	>2 days	Per Night OFF PEAK	Per Night PEAK		
Accommodation						
Cabins (3) Maximum 4 Persons - All Linen Provided						
Self-Contained - Sleeps up to 4 - with TV (1 Double Bed + 2 x Bunk Beds)						
Per Night (Up to 2 Persons)	/ night	\$ 120.00	\$ 100.00	\$ 90.00	\$ 110.00	Y
Extra Adult	/ night		\$ 10.00	\$ 10.00		Y
Extra Child	/ night		\$ 5.00	\$ 5.00		Y
Villas (2) Maximum 7 Persons - All Linen Provided						
Self-Contained - Sleeps up to 7 - with Air-Conditioning, DVD Player & Large TV (1 Queen Bed + 1 Single & Double Bunk Bed + 1 Double Pull Out Lounge)						
Per Night (Up to 2 Persons)	/ night	\$ 158.00	\$ 127.00	\$ 140.00	\$ 154.00	Y
Extra Adult	/ night		\$ 10.00	\$ 10.00		Y
Extra Child	/ night		\$ 5.00	\$ 5.00		Y
Villas (2) Maximum 6 Persons - All Linen Provided						
Self-Contained - Sleeps up to 6 - with Air-Conditioning, DVD Player & Large TV (1 Double Bed + 1 Single Bed + 1 Single Trundle Bed + 1 Double Pull Out Lounge)						
Per Night (Up to 2 Persons)	/ night	\$ 128.00	\$ 127.00	\$ 120.00	\$ 132.00	Y
Extra Adult	/ night		\$ 10.00	\$ 10.00		Y
Extra Child	/ night		\$ 5.00	\$ 5.00		Y
Powered Sites -						
Powered Sites - Up to 2 Persons	/ night	\$ 32.00	\$ 36.00	\$ 35.00	Not Applicable	Y
Powered Sites - Extra Adult (12 Years and Above)	/ night	\$ 16.00	\$ 13.00	\$ 19.00	Not Applicable	Y
Powered Sites - Extra Child (Under 12 Years)	/ night	\$ 10.00	\$ 9.00	\$ 5.00	Not Applicable	Y
(Children Under 2 years - No Charge)						
Unpowered Sites -						
Unpowered Sites - 1 Person Only	/ night			\$ 15.00		
Unpowered Sites - Up to 2 Persons	/ night	\$ 29.00	\$ 23.00	\$ 25.00	Not Applicable	Y
Unpowered Sites - Extra Adult (12 Years and Above)	/ night	\$ 13.00	\$ 11.00	\$ 10.00	Not Applicable	Y
Unpowered Sites - Extra Child (Under 12 Years)	/ night	\$ 9.00	\$ 8.00	\$ 5.00	Not Applicable	Y
(Children Under 2 years - No Charge)						
Ensuite Powered Caravan Sites -						
Ensuite Site - Up to 2 Persons	1 night only	\$ 43.00	\$ 34.00	\$ 45.00	Not Applicable	Y
Ensuite Site - Extra Adult (12 Years and Above)	/ night	\$ 20.00	\$ 16.00	\$ 10.00	Not Applicable	Y
Ensuite Site - Extra Child (Under 12 Years)	/ night / person	\$ 10.00	\$ 9.00	\$ 5.00	Not Applicable	Y
(Children Under 2 years - No Charge)						
Tennis Court Hire						
Daily - Staying on Park	/ hour					
Night Hire (Tennis Court)	/ hour	\$ 15.00		\$ 15.00	\$ 15.00	Y
Deposits						
100% - Easter and Christmas						
50% - Other Periods						
Discounts						
Seniors (over 27 years) and regular 10% discount				10%	10%	
Discount applies to Approved Fishing Clubs						
Member of Catching Australia				10%	10%	
Seasonal Speech to be Authorized by Chief Executive Officer						
PEAK PERIOD - 03-Dec-2017 to 19-Jan-2018 and 08-May-2018 to 15-Jun-2018 - 10% Increase on Cabin/Villa Style Accommodation						

Back to Contents

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Books						
Books						
First 100 Years	\$ 11.00	\$ 11.00	Y			C
Landscapes of Change - 1970 in Stock	\$ 55.00	\$ 55.00	Y			C
Gathering of the Waters	\$ 25.00	\$ 25.00	Y			C
Pioneering into the Future	\$ 23.00	\$ 23.00	Y			C
Cradled in the Ranges	\$ 10.00	\$ 10.00	Y			C
The Sags of a Shire	\$ 10.00	\$ 10.00	Y			C
Murron Centenary	\$ 12.00	\$ 12.00	Y			C
Murron in Focus	\$ 25.00	\$ 25.00	N			C
Head Break, Hope and Harmony (2 Volume)	\$ 110.00	\$ 110.00	Y			C
All Postage and Handling		At Cost		At Cost		

Report of Fees and Charges

Books

16/14/2017

Fees & Charges						
Type of Charge	16/17	17/18	GST		Head of Power	Reg / Com
Boomboms Dam and Recreation Park						
	1-2 days	>2 days	Per Night	Per Night		
			OFF PEAK	PEAK		
Accommodation						
Cabin (5) Maximum 5 Persons - All Linen Provided						
Self-Contained - Sleeps up to 5 - with TV						
(1 Queen Bed + 2 Single Bunk Beds + 1 Single Pull Out Trundle Bed)						
Per Night (Up to 2 Persons)	/ night	\$ 105.00	\$ 84.00	\$ 100.00	\$ 110.00	Y
Extra Adult	/ night	\$ 14.00	\$ 11.00	\$ 10.00	\$ 10.00	Y
Extra Child	/ night	\$ 10.00	\$ 8.00	\$ 5.00	\$ 5.00	Y
Willa (2) Maximum 7 Persons - All Linen Provided						
Self-Contained - Sleeps up to 7 - with Air-Conditioning, DVD Player & Large TV						
(1 Queen Bed + 1 Single & Double Bunk Beds + 1 Double Pull Out Lounge)						
Per Night (Up to 2 Persons)	/ night	\$ 158.00	\$ 127.00	\$ 140.00	\$ 154.00	Y
Extra Adult	/ night			\$ 10.00	\$ 10.00	Y
Extra Child	/ night			\$ 5.00	\$ 5.00	Y
Powered Sites -						
Forestry Caravan Park (20 Sites)						
Powered Sites - Up to 2 Persons	/ night	\$ 35.00	\$ 26.00	\$ 35.00	Not Applicable	Y
Powered Sites - Extra Adult (12 Years and Above)	/ night	\$ 16.00	\$ 14.00	\$ 15.00	Not Applicable	Y
Powered Sites - Extra Child (Under 12 Years)	/ night	\$ 9.00	\$ 8.00	\$ 10.00	Not Applicable	Y
(Children Under 2 Years - No Charge)						
The Lookout Caravan Park (22 Sites)						
Powered Sites - Up to 2 Persons	/ night	\$ 33.00	\$ 26.00	\$ 33.00	Not Applicable	Y
Powered Sites - Extra Adult (12 Years and Above)	/ night	\$ 16.00	\$ 14.00	\$ 15.00	Not Applicable	Y
Powered Sites - Extra Child (Under 12 Years)	/ night	\$ 9.00	\$ 8.00	\$ 10.00	Not Applicable	Y
(Children Under 2 Years - No Charge)						
Unpowered Sites -						
Unpowered Campsite						
Unpowered Sites - 1 Person Only	/ night	\$ 13.00	\$ 12.00	\$ 15.00	Not Applicable	Y
Unpowered Sites - Up to 2 Persons	/ night			\$ 25.00	Not Applicable	Y
Unpowered Sites - Extra Adult (12 Years and Above)	/ night	\$ 13.00	\$ 12.00	\$ 10.00	Not Applicable	Y
Unpowered Sites - Extra Child (Under 12 Years)	/ night	\$ 9.00	\$ 8.00	\$ 5.00	Not Applicable	Y
(Children Under 2 Years - No Charge)						
Discounts						
100% - Easter and Christmas						
50% - Other Periods						
Bunk House						
Bunk House - 8 Rooms - Maximum 4 Persons Per Room						
Complex - Maximum 32 Persons - All Linen Provided						
Per Bed (Bunk Style/Shared) - Minimum 4 Persons Per Room	/ night	\$ 72.00	\$ 57.00	\$ 25.00	\$ 27.00	Y
Private Room - Minimum 4 Persons	/ night			\$ 70.00	\$ 77.00	Y
Complex - 8 Rooms - Minimum 32 Persons	/ night	\$ 450.00	\$ 360.00	\$ 450.00	\$ 495.00	Y
Discounts						
Stay greater than 7 nights and receive 10% discount						
Discount applies to Approved Fishing Clubs						
Member of Caravanning Australia						
Seasonal Specials to be Authorized by Chief Executive Officer						
PEAK PERIOD - 05-Dec-2017 to 15-Jan-2018 and 28-Mar-2018 to 15-Apr-2018 - 10% increase on Cabin/Willa Style Accommodation						

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Buildings						
Class 1						
Single Dwelling & Relocatable Dwelling						
New Buildings	\$ 1,500.00	\$ 1,800.00	Y		C	
Class 1a - Duplex		\$ 2,000.00	Y		C	
Modifications / Alterations	\$ 700.00	\$ 700.00	Y		C	
Change to Development Approval	\$ 275.00	\$ 280.00	Y		D	
Removal or Demolition of Building						
Demolition Permit	\$ 400.00	\$ 400.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Security Deposit - to ensure the site is cleared of all debris & finished surface levels are reinstated to a maintainable state - (Cash or Bank Guarantee)	\$ 2,000.00	\$ 3,000.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Relocated Buildings						
Concomitant Agency Referral	\$ 300.00	\$ 300.00	N	Sustainable Planning Act 2009 S272(c)(4)	R	
Inspection within South East Queensland - Other Areas by Quotation (only if supporting documentation is not provided)	\$ 800.00	\$ 800.00	Y		D	
Security Bond (Minimum) - to ensure the buildings are demolished or upgraded in accordance with current building regulations within the currency period of the Approval - (Cash or Bank Guarantee) amount may vary upwards dependent on the condition of the building	\$ 30,000.00	\$ 30,000.00	N	Sustainable Planning Act 2009 S260(d)(1)	R	
Restumping of Building	\$ 465.00	\$ 475.00	Y		D	
Class 2						
New Buildings 0-500 Square Metres	\$ 1,784.00	\$ 1,900.00	Y		C	
New Buildings Over 500 Square Metres By Quotation					C	
Modifications / Alterations	\$ 815.00	\$ 820.00	Y		C	
Change to Development Approval	\$ 350.00	\$ 360.00	Y		D	
Class 3						
New Buildings Up to 300 Square Metres	\$ 1,500.00	\$ 1,550.00	Y		C	
New Buildings 300-500 Square Metres	\$ 1,780.00	\$ 1,900.00	Y		C	
New Buildings Over 500 Square Metres By Quotation					C	
Multiple Buildings By Quotation	\$ 815.00		Y		C	
Change to Development Approval	\$ 350.00	\$ 360.00	Y		D	
Class 4, 5, 6 & 8						
New Buildings Under 500 Square Metres	\$ 1,500.00	\$ 1,800.00	Y		C	
Modifications / Alterations	\$ 815.00	\$ 830.00	Y		C	
New Buildings Over 500 Square Metres	\$ 2,000.00	\$ 3,000.00	Y		C	
Modifications / Alterations	\$ 900.00	\$ 900.00	Y		C	
Internal Fitout Under 500 Square Metres	\$ 600.00	\$ 612.00	Y		C	
Internal Fitout Over 500 Square Metres	\$ 700.00	\$ 714.00	Y		C	
Change to Development Approval	\$ 350.00	\$ 360.00	Y		D	
Class 7 & 9						
Industrial Buildings						
New Buildings Under 500 Square Metres	\$ 1,500.00	\$ 1,800.00	Y		C	
Change to Development Approval	\$ 350.00	\$ 360.00	Y		D	
New Buildings Over 500 Square Metres	\$ 2,000.00	\$ 2,400.00	Y		C	
Modifications / Alterations Under 500 Square Metres	\$ 600.00	\$ 612.00	Y		C	
Modifications / Alterations Over 500 Square Metres	\$ 1,200.00	\$ 1,224.00	Y		C	
Change to Development Approval	\$ 350.00	\$ 360.00	Y		D	
Class 10a						
New Structures	\$ 415.00	\$ 425.00	Y		C	
Modifications / Alterations	\$ 250.00	\$ 425.00	Y		C	
Change to Development Approval	\$ 100.00	\$ 102.00	Y		D	
Class 10b						
Swimming Pools						
New Structures	\$ 478.00	\$ 485.00	Y		C	
Modifications / Alterations	\$ 242.00	\$ 245.00	Y		C	
Change to Development Approval	\$ 100.00	\$ 102.00	Y		D	
Signs / Satellite Dishes, etc.						
New Structures	\$ 500.00	\$ 500.00	Y		C	
Modifications / Alterations	\$ 174.00	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	\$ 100.00	Y		D	
Temporary Tents Over 500						
New Structures	\$ 350.00	\$ 360.00	Y		C	
Modifications / Alterations	\$ 174.00	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	\$ 100.00	Y		D	
Retaining Walls						
New Structures	\$ 350.00	\$ 360.00	Y		C	
Modifications / Alterations	\$ 174.00	\$ 174.00	Y		C	
Change to Development Approval	\$ 100.00	\$ 100.00	Y		D	
Budget Accommodation						
Compliance Inspection and Report	\$ 520.00	\$ 530.00	N	Building Act 1975 S148(1)	R	
Fire Safety Assessment						
Compliance Inspection and Report	\$ 478.00	\$ 480.00	N	Building Act 1975 S291AL(2)	R	
Swimming Pool Compliance (Fence)						
Compliance Inspection and Report	\$ 320.00	\$ 320.00	Y		D	

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Buildings						
Certificate of Classification						
Inspection	\$ 445.00	\$ 445.00	Y		C	
Copy of Certificate (Hard Copy)	\$ 168.00	\$ 168.00	Y		C	
Copy of Certificate (Electronic)	\$ 84.00	\$ 84.00				
Reinspections, Miscellaneous Inspections, Reports	\$ 205.00	\$ 210.00	Y		C	
Building Form 19 Requisition	\$ 169.00	\$ 100.00	N	Sustainable Planning Act 5272(c)(i)	R	
Building Records Search	\$ 174.00	\$ 178.00	N	Local Government Act 5262(D)(i)	R	
Building Records Search (Urgent)	\$ 260.00	\$ 265.00	N	Local Government Act 5262(D)(i)	R	
Building Property Search	\$ 300.00	\$ 300.00	N	Local Government Act 5262(D)(i)	R	
Copy of Building Plans (Hard Copy) with Owner's Consent	\$ 168.00	\$ 168.00	N	Sustainable Planning Act 2009 5729(1)(i)	R	
Copy of Building Plans (Electronic) with Owner's Consent	\$ 84.00	\$ 84.00	N	Sustainable Planning Act 2009 5729(1)(i)	R	
Extension of Time	\$ 100.00	\$ 100.00	N	Sustainable Planning Act 2009 5729(1)(i)	R	
Building Regulation Concession	\$ 349.00	\$ 380.00	N	Sustainable Planning Act 2009 5729(1)(i)	R	
Document Lodgement Fee*	\$ 168.00	\$ 168.00	N		R	
Miscellaneous Fees						
Application Following Disengagement of Private Certifier - % of Base Fee	80%	80%	N	Local Government Act 2009 597(2)(4)	R	
Applications Following Lapsed Approval - % of Base Fee	80%	80%	N		C	
Private Certification Inspections By Quotation (Inspection for Private Certifier)	minimum \$ 250.00	\$ 250.00	Y		C	
Building Fees Refund						
Under Assessment Prior to Approval - % of Fees Paid	60%	60%	N		E	
Permit Issued Structure Not Commenced - % of Fees Paid	40%	40%	N		E	

*Submission of Class 1 and Class 10 applications concurrently will attract only 1 Lodgement Fee

14/6/17

Fees & Charges						
Type of Charge	16/17	17/18	GST	Head of Power	Req / Cons	
Caravan Parks	1-2 days	>2 days	1-2 days	>2 days		
Caravan Park - Yondal						
Van Sites - Short Term						
Nightly Charge (Up to 2 Persons)	\$ 22.00	\$ 18.00	\$ 22.00	\$ 18.00	Y	C
Additional Person - Per Night (Over 6 People)	\$ 11.00	\$ 9.00	\$ 11.00	\$ 9.00	Y	C
Van Sites - Long Term (After 4 Weeks)						
Weekly (Up to 2 Persons)	\$ 107.00	\$ 107.00	\$ 107.00	\$ 107.00	Y	C
Additional Persons - Per Week	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	Y	C
Tent Sites - Short Term						
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 17.00	\$ 21.00	\$ 17.00	Y	C
Additional Persons - Per Night (Over 6 People)	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y	C
Amenities (Whilst Not Staying in Caravan Park)						
Showers (Per Person)	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	Y	C
Showers (WeeklY)	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00	Y	C
Key Deposit						
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y	C
Caravan Park - Preston						
Van Sites - Short Term						
Nightly Charge (Up to 2 Persons)	\$ 20.00	\$ 18.00	\$ 20.00	\$ 18.00	Y	C
Additional Person - Per Night	\$ 11.00	\$ 9.00	\$ 11.00	\$ 9.00	Y	C
Van Sites - Long Term (After 4 Weeks)						
Weekly (Up to 2 Persons)	\$ 107.00	\$ 107.00	\$ 107.00	\$ 107.00	Y	C
Additional Persons - Per Week	\$ 40.00	\$ 40.00	\$ 40.00	\$ 40.00	Y	C
Tent Sites - Short Term						
Nightly Charge (Up to 2 Persons)	\$ 21.00	\$ 17.00	\$ 21.00	\$ 17.00	Y	C
Additional Person - Per Night	\$ 9.00	\$ 8.00	\$ 9.00	\$ 8.00	Y	C
Amenities (Whilst Not Staying in Caravan Park)						
Showers (Per Person)	\$ 11.00	\$ 11.00	\$ 11.00	\$ 11.00	Y	C
Showers (WeeklY)	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00	Y	C
Key Deposit						
Per Key	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	Y	C
Sports grounds						
Maintenance/Oral Facilities						
Use of Kitchen	\$	\$ 33.00	\$	\$ 33.00	Y	C
Shower						
Per Person		At Cost		At Cost	Y	C

Back to Contents

Fees & Charges					
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com
Cemeteries					
Interment (in addition to purchase of grave site)	adult	\$ 1,165.00	\$ 1,190.00	Y	C
Note: Interment Fees to be added to purchase of grave site cost	child = 12 years	\$ 700.00	\$ 715.00	Y	C
	infant <2 years	\$ 465.00	\$ 475.00	Y	C
Purchase of Grave / Reservation		\$ 725.00	\$ 740.00	Y	C
2nd and Subsequent Interment of Ashes in Existing Grave - at Customer's Expense (Details of Interment to be provided to Council)	No Charge			Y	C
Breaking of Concrete / Removal of Monument		\$ 365.00	\$ 375.00	Y	C
Exhumation of Remains		\$ 2,185.00	\$ 2,230.00	Y	C
Additional Charge for Council Services Out of Business Hours		Standard Fees + \$425	Standard Fees + \$425	Y	E
Columbaria & Garden					
Purchase / Reservation of Niche or Garden Plot (A Reserve Marker will be installed), Plaques and Installation Thereof and Interment of Ashes - No Service Provided by Council, but must be to Council Specifications		\$ 280.00	\$ 280.00	Y	E
Cemetery Search					
Standard Search (Over 6 Names)		At Cost	At Cost	Y	D

Register of Fees and Charges

Continued

16/04/2017

Page 237

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Engineering Assessment Associated with Developments						
Checking of Engineering Designs and Reports of Works Prepared By a Registered Professional Engineer of Queensland (RPEQ)						
Minimum Fee	minimum	\$ 380.00	\$ 380.00	N	Local Government Act 2009 387(2)(a)	R
+ % of Estimated Construction Cost		+ 1.2%	+ 1.2%	N	Local Government Act 2009 387(2)(b)	R
Inspection of Construction for Operational Works						
Minimum Fee	minimum	\$ 770.00	\$ 770.00	N	Local Government Act 2009 387(2)(a)	R
+ % of Construction Cost Between \$25,000 – \$200,000		+ 2.2%	+ 2.2%	N	Local Government Act 2009 387(2)(a)	R
+ % of Construction Cost Between \$200,000 – \$500,000		+ 1.7%	+ 1.7%	N	Local Government Act 2009 387(2)(a)	R
+ % of Construction Cost Between \$500,000 – \$1,000,000		+ 1.2%	+ 1.2%	N	Local Government Act 2009 387(2)(a)	R
+ % of Construction Cost Over \$1,000,000		+ 0.7%	+ 0.7%	N	Local Government Act 2009 387(2)(a)	R
Reinspection Fee When First or Subsequent Inspections Have Failed		\$ 220.00	\$ 220.00	N	Local Government Act 2009 387(2)(a)	R
Compliance Assessment of MCU and RaL Engineering Technical Reports and Management Plans Not Associated with Operational Works	/ report	\$ 280.00	\$ 280.00	N	Local Government Act 2009 387(2)(a)	R
Reassessment or Checking of engineering Designs, Technical Reports or Management Plans When First or Subsequent Submissions Fail to Satisfy Conditions or Standards	/ report	\$ 180.00	\$ 180.00	N	Local Government Act 2009 387(2)(a)	R

16/17/18

Engineering Assessment

16/17/18

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Req / Com	
Environmental Health Licences / Permits						
Environmental Protection Act 1984						
Environmental Relevant Activities						
Registration Certificates						
Application for Registration Certificate - Annual Fee	\$ 394.00	\$ 392.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Application for Continuing Registration Certificate	\$ 141.00	\$ 144.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Annual/Registration Certificate Fees						
ERA with AES of 0	\$ 151.00	\$ 154.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 0 to 10	\$ 238.00	\$ 234.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of 11 to 30	\$ 493.00	\$ 489.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
ERA with AES of more than 30	\$ 748.00	\$ 753.00	N	Environmental Protection Regulation 2008, Ch8, Pt2, S117	R	
Food Act 2008						
Application for Licence						
Assessment of Applicant (N/A for Temporary Licences)	\$ 79.00	\$ 81.00	N	Food Act 2008, Ch1, Pt4, S31	R	
High	\$ 496.00	\$ 475.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Medium	\$ 426.00	\$ 426.00	N	Food Act 2008, Ch1, Pt4, S32	R	
Low	\$ 345.00	\$ 352.00	N	Food Act 2008, Ch1, Pt4, S33	R	
Supermarket	\$ 426.00	\$ 435.00	N	Food Act 2008, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)	\$ 31.00	\$ 32.00	N	Food Act 2008, Ch1, Pt4, S35	R	
Market (Held on a Monthly Basis)	\$ 61.00	\$ 62.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Temporary	\$ 40.00	\$ 41.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Renewal of Licence						
High	\$ 321.00	\$ 327.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Medium	\$ 262.00	\$ 268.00	N	Food Act 2008, Ch1, Pt4, S32	R	
Low	\$ 203.00	\$ 207.00	N	Food Act 2008, Ch1, Pt4, S33	R	
Supermarket	\$ 262.00	\$ 268.00	N	Food Act 2008, Ch1, Pt4, S34	R	
Add Unit (to Supermarket for Each Additional Over 2 Departments)	\$ 31.00	\$ 32.00	N	Food Act 2008, Ch1, Pt4, S35	R	
Market	\$ 61.00	\$ 62.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Home Based Business						
(Relating within South Burnett at Local Markets Only)						
Assessment of Applicant (N/A for Temporary Licences)	\$ 79.00	\$ 81.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Home Based Business - Market Licence	\$ 61.00	\$ 62.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Renewal of Licences	\$ 81.00	\$ 82.00	N	Food Act 2008, Ch1, Pt4, S31	R	
Food Safety Program Accreditation/Audit		At Cost	At Cost	N		
Non-Compliance Inspection Fee	/hour	\$ 165.00	\$ 107.00	Y	C	
Public Health (Infection Control for Personal Appearance Services) Act 2003						
Higher-Risk Personal Appearance Service						
Licence Application Fees						
Application for a New Licence	\$ 394.00	\$ 391.00	N	Local Government Act 2009 387(2)(a)	R	
Application to Renew a Licence	\$ 243.00	\$ 248.00	N	Local Government Act 2009 387(2)(a)	R	
Application to Amend a Licence	\$ 344.00	\$ 351.00	N	Local Government Act 2009 387(2)(a)	R	
Transfer Fee	\$ 79.00	\$ 81.00	N	Local Government Act 2009 387(2)(a)	R	
Non-Higher Risk Personal Appearance Service						
Inspection Fee	\$ 105.00	\$ 107.00	N	Local Government Act 2009 387(2)(a)	R	
Residential Services (Accreditation Act 2002)						
Application Fee	At Cost	At Cost	N	Local Government Act 2009 387(2)(a)	R	
Local Law Permits						
Transfer Fee	\$ 79.00	\$ 81.00	N	Local Government Act 2009 387(2)(a)	R	
Registration of Catteries or Kennels						
Application Fee	\$ 384.00	\$ 382.00	N	Local Government Act 2009 387(2)(a)	R	
Renewal Fee	\$ 242.00	\$ 249.00	N	Local Government Act 2009 387(2)(a)	R	
Temporary Home Permit						
Application Fee	\$ 158.00	\$ 161.00	N	Local Government Act 2009 387(2)(a)	R	
Display of Goods on Footpaths						
Application Fee	\$ 158.00	\$ 161.00	N	Local Government Act 2009 387(2)(a)	R	
Renewal Fee	\$ 72.00	\$ 73.00	N	Local Government Act 2009 387(2)(a)	R	
Caravan Parks / Camping Grounds						
Application Fee	\$ 384.00	\$ 382.00	N	Local Government Act 2009 387(2)(a)	R	
Renewal Fee	\$ 242.00	\$ 249.00	N	Local Government Act 2009 387(2)(a)	R	
Public Swimming Pools						
Application Fee	\$ 384.00	\$ 382.00	N	Local Government Act 2009 387(2)(a)	R	
Renewal Fee	\$ 79.00	\$ 81.00	N	Local Government Act 2009 387(2)(a)	R	
Standing Sign Site						
Application Fee - Relevant Minimum General Rate for the Current Financial Year + \$50			N	Local Government Act 2009 387(2)(a)	R	
Renewal Fee - Relevant Minimum General Rate for the Current Financial Year			N	Local Government Act 2009 387(2)(a)	R	
General						
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee & the Licensing Fee. The Licence / Permit will be considered valid for 12 months from the month the Licence / Permit is issued.						
Miscellaneous Fees						
Special Inspection (e.g. Compliance Search)						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 342.00	\$ 349.00	Y		C	
Health Records Search						
Impounded Vehicles / Goods	\$ 89.00	\$ 91.00	Y		C	
Impounding Fee	\$ 158.00	\$ 161.00	N	Local Government Act 2009 387(2)(d)	R	
Holding Fee	\$ 8.00	\$ 8.00	Y		C	
Transportation	At Cost	At Cost	N	Local Government Act 2009 387(2)(d)	R	
Overgrown Allotments						
Slash Residential Block	At Cost	At Cost	N	Local Government Act 2009 387(2)(a)	R	
Slash Block Larger than Residential	At Cost	At Cost	N	Local Government Act 2009 387(2)(a)	R	
Administration Cost - Authority to Slash	\$ 52.00	\$ 52.00	Y		C	
Administration Cost - No Authority to Slash	\$ 84.00	\$ 86.00	Y		C	
Testing Water Samples						
Testing of Private Water Samples (+ Costs of Tests if Charged by Lab)	\$ 80.00	\$ 82.00	Y		C	
Testing of Commercial Water Samples - Food Business						
Testing of Commercial Water Samples - Food Business (conducted with Food Protection)	\$ 80.00	\$ 82.00	Y		C	
Testing of Commercial Water Samples - Water Carrier	\$ 25.00	\$ 26.00	Y		C	
	At Cost	At Cost				

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Req / Com	
Halls-Category A - Kingsley Town Hall						
Large Functions (Concerts, Stage Productions, Balls, Dances, Dinners, Conferences, Speech Nights, School Formals, Eisteddfods)						
Up to 12 Hours						
Main Hall	\$ 550.00	\$ 550.00	N			C
Reception Room	\$ 250.00	\$ 250.00	N			C
BBQ Area	\$ 130.00	\$ 130.00	N			C
Total Complex	\$ 930.00	\$ 930.00	N			C
National Tours						
Town Hall	\$ 1,530.00	\$ 1,530.00	N			C
Reception Room	\$ 750.00	\$ 750.00	N			C
BBQ Area	\$ 250.00	\$ 250.00	N			C
Total Complex	\$ 2,530.00	\$ 2,530.00	N			C
Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)						
Main Hall	\$ 500.00	\$ 500.00	N			C
Reception Room	\$ 250.00	\$ 250.00	N			C
BBQ Area	\$ 100.00	\$ 100.00	N			C
Total Complex	\$ 850.00	\$ 850.00	N			C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 150.00	\$ 150.00	N			C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)						
Up to 12 Hours						
Main Hall	\$ 38.00	\$ 38.00	N			C
Reception Room	\$ 24.00	\$ 24.00	N			C
BBQ Area	\$ 20.00	\$ 20.00	N			C
Total Complex	\$ 82.00	\$ 82.00	N			C
Other Functions (Funerals, Memorials, Weds)						
Main Hall	\$ 400.00	\$ 400.00	N			C
Reception Room	\$ 200.00	\$ 200.00	N			C
BBQ Area	\$ 50.00	\$ 50.00	N			C
Total Complex	\$ 650.00	\$ 650.00	N			C
Other Fees						
Commercial Kitchen Hire per 12 Hours	\$ 300.00	\$ 300.00	N			C
Portable Stage	\$ 80.00	\$ 80.00	N			C
Large Conference Projector	\$ 250.00	\$ 250.00	N			C
Public Address System	\$ 250.00	\$ 250.00	N			C
Public Address System Bond	\$ 230.00	\$ 230.00	N			C
Public Address System Delivery and Setup	\$ 100.00	\$ 100.00	N			C
Portable PA System	\$ 200.00	\$ 200.00	N			C
Portable PA System Bond	\$ 250.00	\$ 250.00	N			C
Hire Tables (Each)	\$ 8.00	\$ 8.00	N			C
Hire Chairs (Each)	\$ 1.00	\$ 1.00	N			C
Catering Fee	/hour	\$ 35.00	N			C
Not for Profit Community Organisation in the South Burnett						
Large Functions (Concerts, Stage Productions, Balls, Dances, Dinners, Conferences, Speech Nights, School Formals, Eisteddfods)						
Main Hall (for 12 Hour Period)	\$ 200.00	\$ 200.00	N			C
Reception Room (for 12 Hour Period)	\$ 200.00	\$ 200.00	N			C
BBQ Area (for 12 Hour Period)	\$ 200.00	\$ 200.00	N			C
Total Complex (for 12 hour period)	\$ 200.00	\$ 200.00	N			C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)						
Main Hall (for 12 Hour Period)	\$ 50.00	\$ 50.00	N			C
Reception Room (for 12 Hour Period)	\$ 50.00	\$ 50.00	N			C
BBQ Area (for 12 Hour Period)	\$ 50.00	\$ 50.00	N			C
Total Complex (for 12 hour period)	\$ 50.00	\$ 50.00	N			C
Not for Profit Groups - Large Functions						
Bookings greater than 10 consecutive days for Main Hall / Reception Room	/24 hour	\$ 90.00	N			C
Bookings greater than 10 consecutive days for Entire Complex	/24 hour	\$ 100.00	N			C
Final Events or Concerts	/24 hour	\$ 200.00	N			C

Fees & Charges					
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com
Halls-Category B : Kingsley Town Common Hall, Murgon Town Hall, Nonange Cultural Centre, Preston Town Hall, Yronda Town Hall and Blackbutt Town Hall					
Large Functions: Concerts, Play Productions, Balls, Dances, Dinners, Conferences, Speech Nights, Expos					
Up to 12 Hours					
Total Complex (includes Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms)	\$ 400.00	\$ 400.00	N		C
National Tours					
Town Hall	\$ 1,530.00	\$ 1,530.00	N		C
Reception Room	\$ 750.00	\$ 750.00	N		C
BBQ Area	\$ 250.00	\$ 250.00	N		C
Total Complex	\$ 2,530.00	\$ 2,530.00	N		C
Bond for Large Function including National Tours (Refundable less Cost of Damage or Loss)					
Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms	\$ 250.00	\$ 250.00	N		C
Total Complex	\$ 500.00	\$ 500.00	N		C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 100.00	\$ 100.00	N		C
Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups					
Up to 12 Hours					
Supper Room and Kitchen	\$ 20.00	\$ 25.00	N		C
Stage 1 and Kitchen	\$ 20.00	\$ 25.00	N		C
Stage 2 and Kitchen	\$ 20.00	\$ 25.00	N		C
Total Complex (includes Kitchen, Supper Rooms, Cold Rooms, Stage 1 & 2)	\$ 45.00	\$ 45.00			
Other Functions (Funerals, Memorials, Weds)					
Supper Room or Stage 1 or 2, Kitchen, Bar, Cold Rooms	\$ 100.00	\$ 100.00	N		C
Total Complex	\$ 200.00	\$ 200.00	N		C
Other Fees					
Commercial Kitchen Hire per 12 Hours	\$ 120.00	\$ 120.00	N		C
Portable Stage	\$ 60.00	\$ 60.00	N		C
Large Conference Projector	\$ 250.00	\$ 250.00	N		C
Public Address System	\$ 250.00	\$ 250.00	N		C
Public Address System Bond	\$ 230.00	\$ 230.00	N		C
Public Address System Delivery and Setup	\$ 100.00	\$ 100.00	N		C
Portable PA System	\$ 200.00	\$ 200.00	N		C
Portable PA System Bond	\$ 250.00	\$ 250.00	N		C
Hire Tables (Each)	\$ 8.00	\$ 8.00	N		C
Hire Chairs (Each)	\$ 1.00	\$ 1.00	N		C
Cleaning Fee /hour	\$ 30.00	\$ 35.00	N		C
Not for Profit Community Organisation in the South Burnett					
Large Functions (Concerts, Stage Productions, Balls, Dances, Dinners, Conferences, Speech Nights, School Formals, Fete/dofes)					
Main Hall (for 12 Hour Period)	\$ 150.00	\$ 150.00	N		C
Supper Room or Stage 1 or Stage 2 (for 12 Hour Period)	\$ 150.00	\$ 150.00	N		C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)					
Main Hall (for 12 Hour Period)	\$ 22.00	\$ 22.00	N		C
Supper Room or Stage 1 or Stage 2 (for 12 Hour Period)	\$ 22.00	\$ 22.00	N		C
Not for Profit Groups - Large Functions					
Bookings greater than 10 consecutive days for Main Hall, Stage 1, Stage 2 or Supper Room	/24 hours	\$ 75.00	N		C
Bookings greater than 10 consecutive days for Entire Complex	/24 hours	\$ 100.00	N		C
Final Events or Concerts	/24 hours	\$ 150.00	N		C

Fees & Charges						
Type of Charge	16 / 17	17 / 18	BST	Head of Power	Reg / Com	
Halls-Category C : Maldenwell						
Maldenwell Hall						
Large Functions: Concerts, Play Productions, Balls, Dances, Dinners, Conferences, Speech Nights, Expos						
Up to 3 Hours						
Total Complex	\$ 170.00	\$ 170.00	N			C
Bond	\$ 100.00	\$ 100.00	N			C
Set Up & Clean Up Fee (Set Up the day before event - available from 12noon, Clean Up the day after event before 12noon)	\$ 20.00	\$ 20.00	N			C
Small Functions: Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups						
Up to 12 Hours						
Main Hall	\$ 13.00	\$ 13.00	N			C
Other Functions (Funerals, Memorials, Wake)						
Total Complex	\$ 20.00	\$ 20.00	N			C
Other Fees						
Commercial Filchett Hire per 12 Hours	\$ 50.00	\$ 50.00	N			C
Portable Stage	\$ 60.00	\$ 60.00	N			C
Large Conference Projector	\$ 250.00	\$ 250.00	N			C
Public Address System	\$ 250.00	\$ 250.00	N			C
Public Address System Bond	\$ 330.00	\$ 330.00	N			C
Public Address System Delivery and Setup	\$ 100.00	\$ 100.00	N			C
Portable PA System	\$ 200.00	\$ 200.00	N			C
Portable PA System Bond	\$ 250.00	\$ 250.00	N			C
Hire Tables (Each)	\$ 8.00	\$ 8.00	N			C
Hire Chairs (Each)	\$ 1.00	\$ 1.00	N			C
Cleaning Fee /hour	\$ 30.00	\$ 35.00	N			C
Not for Profit Community Organisation in the South Burnett						
Large Functions (Concerts, Stage Productions, Balls, Dances, Dinners, Conferences, Speech Nights, School Formals, Eisteddfod)						
Main Hall per Event	\$ 20.00	\$ 20.00	N			C
Small Functions (Indoor Bowls, Darts, Bingo, Craft, Meetings, Workshops, Rehearsals, Preparations, Set Ups)						
Main Hall per Event	\$ 12.00	\$ 12.00	N			C
Meeting Rooms						
Kingaroy 19 13 Chambers						
Non Profit Organisations - Free Hire - \$80 Closing Charge If Facility Not Left Clean						
Commercial Organisations / day or part thereof	\$ 70.00	\$ 70.00	N			C
Not for Profit Groups - Large Functions						
Bookings greater than 10 consecutive days for Main Hall /24 hour		\$ 9.00	N			C
Bookings greater than 10 consecutive days for Entire Complex /24 hour		\$ 10.00	N			C
Final Events or Concerts /24 hour		\$ 20.00	N			C

Fees & Charges						
Type of Charge	16 /17	17/18	GST	Head of Power	Reg / Cam	
Library						
Fines on Overdue Books						
Member - After 4 Weeks - Per Book Per Working Day - Minimum 20c		No Charge	No Charge			
Internet						
First Hour		No Charge	No Charge			
Per Half Hour Over First Hour		No Charge	No Charge			
<i>Prior bookings for the internet take precedence over sessions not booked</i>						
Lost Books						
Replacement Fee		At Cost	At Cost	Y		C
Membership						
Membership		No Charge	No Charge			
Bond for Visitor Membership (Refundable)		No Charge	No Charge			
Photocopying (as per Administration Costs)						
A4 Page	/page	\$ 0.70	\$ 0.70	Y		C
A3 Page	/page	\$ 0.80	\$ 0.80	Y		C
A4 Community Groups	/page	\$ 0.20	\$ 0.20	Y		C
Printing (as per Administration Costs)						
Full Page Colour (e.g. picture / poster)	/page	\$ 2.50	\$ 2.50	Y		C
Colour Picture and Writing	/page	\$ 1.30	\$ 1.30	Y		C
Colour Writing	/page	\$ 0.70	\$ 0.70	Y		C
Black Writing	/page	\$ 0.20	\$ 0.20	Y		C
Other						
Library Membership Card Replacement Fee	each	\$ 5.50	\$ 5.50	Y		C
Library Bag	each	\$ 3.00	\$ 3.00	Y		C

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Pest Management						
Administration Fee - Control Notices						
Administration Fee - Control Notices	\$ 57.00	\$ 65.00	N	Local Government Act 2002 (307 C)(b)	R	
Purchase of Doggone Baits						
Purchase of Doggone Baits	At Cost + Admin	At Cost + Admin	Y		C	
Wild Dog Scalps						
Wild Dog Scalps (Rebate)	/head	\$ 35.00	\$ 35.00	N	Local Government Act 2002 (307 C)(a)	
Noxious Weeds - Property Inspection						
Noxious Weeds - Property Inspection	\$ 180.00	\$ 183.00	N	Local Government Act 2002 (307 C)(b)	R	

Receipt of Fee and Charge

Fee Receipt

Receipt

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Planning						
Planning Searches						
Limited Planning Certificate	\$ 155.00	\$ 137.00	N	Sustainable Planning Act 2009 S173(2)		R
Standard Planning Certificate	\$ 400.00	\$ 400.00	N	Sustainable Planning Act 2009 S173(2)		R
Full Planning Certificate	\$ 800.00	\$ 816.00	N	Sustainable Planning Act 2009 S173(2)		R
Preliminary Approval						
Application Fee (70% of Prescribed Fee)	\$ 2,850.00	70% Full Fee	N	Sustainable Planning Act 2009 S200(1)(b)(i)		R
Reconfiguring a Lot Code						
Boundary Realignments, Easements & Compliance Assessments	\$ 1,075.00	\$ 1,095.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure 1 to 5 lots	\$ 1,875.00	\$ 1,890.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure 6 to 15 lots	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure Over 15 lots	\$ 3,560.00	\$ 3,630.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfiguring a Lot Impact						
Boundary Realignments & Easements	\$ 2,420.00	\$ 2,470.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure 1 to 5 lots	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure 6 to 15 lots	\$ 4,020.00	\$ 4,100.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Reconfigure Over 15 lots	\$ 5,365.00	\$ 5,475.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Sealing of Survey Plans & Compliance						
Sealing of a Survey Plan (includes endorsement of plan and associated documentation, site inspections, re-inspection for condition compliance) (Compliance Certificate)	\$ 285.00	\$ 290.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
DERM Valuation Fee (Per Lot on Survey Plan)	\$ 47.00	\$ 47.00	N	Local Government Act 2009 S87(2)(a)		R
Separate Assessment of Documents including Landscaping Plans (Compliance Certificate), Resealing of a Survey Plan	\$ 155.00	\$ 158.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Material Change of Use Code						
Dwelling House	\$ 1,075.00	\$ 1,095.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Annexed Unit, B&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 1,345.00	\$ 1,370.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m ²	\$ 2,020.00	\$ 2,060.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Neighbourhood Shopping Centre < 50m ²	\$ 3,350.00	\$ 3,415.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Integrated Shop	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Major Shopping Development > 500m ²	\$ 6,725.00	\$ 6,890.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Commercial Uses < 500m ²	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Commercial Uses > 500m ²	\$ 3,350.00	\$ 3,415.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Borrow Pits Small Scale	\$ 2,005.00	\$ 2,045.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Borrow Pits Large Scale	\$ 3,350.00	\$ 3,415.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 2,625.00	\$ 2,675.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Extractive Industry > 2ha	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
High Impact Industry	\$ 5,900.00	\$ 6,010.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Industrial Uses < 500m ²	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Industrial Uses > 500m ²	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Intensive Animal Husbandry (Feedlots < 50cow, Poultry < 200sw)	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Intensive Animal Husbandry (Feedlots > 50cow, Poultry > 200sw, Poultry Farm, Other)	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Child Care Centre	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Local Utility	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Major Utility	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Special Use	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Telecommunications facility (Medium Impact)	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
All other Community Uses	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Indoor Entertainment	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Indoor Sports Facility	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Outdoor Recreation	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Park	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Material Change of Use Impact						
Dwelling House	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Annexed Unit, B&B, Caretakers Residence, Estate Office, Home Based Business, Relatives Unit	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Animal Keeping, Farming, Forestry Business, Rural Service Industry, General Store < 100m ²	\$ 2,015.00	\$ 2,065.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Neighbourhood Shopping Centre < 50m ²	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Integrated Shop	\$ 4,735.00	\$ 4,880.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Major Shopping Development > 500m ²	\$ 8,150.00	\$ 8,315.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Borrow Pits Small Scale	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Borrow Pits Large Scale	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Extractive Industry < 2ha, General Industry, Service Station, Transport Station	\$ 4,735.00	\$ 4,880.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Extractive Industry > 2ha	\$ 5,430.00	\$ 5,540.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
High Impact Industry	\$ 8,150.00	\$ 8,315.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Industrial Uses < 500m ²	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Industrial Uses > 500m ²	\$ 5,430.00	\$ 5,540.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Commercial Uses < 500m ²	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Commercial Uses > 500m ²	\$ 4,035.00	\$ 4,115.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Intensive Animal Husbandry (Feedlots < 50cow, Poultry < 200sw)	\$ 3,350.00	\$ 3,415.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Intensive Animal Husbandry (Feedlots > 50cow, Poultry > 200sw, Poultry Farm, Other)	\$ 5,430.00	\$ 5,540.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Child Care Centre	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Local Utility	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Major Utility	\$ 6,725.00	\$ 6,890.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Special Use	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Telecommunications facility (Medium Impact)	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
All other Community Use	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Indoor Entertainment	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Indoor Sports Facility	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Outdoor Recreation	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R
Park	\$ 2,690.00	\$ 2,745.00	N	Sustainable Planning Act 2009 S260(1)(b)(i)		R

Fees & Charges						
Type of Charge	16 / 17	17 / 18	687	Head of Power	Reg / Com	
Planning						
Multiple Dwelling Units / Caravan Parks / Accommodation Building / Retirement Village Code						
Code - Small < 5 Units	Per unit fee to be added	\$ 2,015.00	\$ 1,370.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Code - Medium 5-10 Units		\$ 2,865.00	\$ 1,790.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Code - Large > 10 Units		\$ 5,690.00	\$ 3,630.00	N	Sustainable Planning Act 2009 S260(1)(d)(iii)	R
Multiple Dwelling Units / Caravan Parks / Accommodation Building / Retirement Village (Per Unit) Impact						
Impact - Small < 5 Units		\$ 2,015.00	\$ 2,865.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Impact - Medium 5-10 Units		\$ 2,865.00	\$ 2,715.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Impact - Large > 10 Units		\$ 5,690.00	\$ 5,800.00	N	Sustainable Planning Act 2009 S260(1)(d)(iii)	R
Minor Relaxations & Siting Variations						
Relaxation or Siting variation		\$ 315.00	\$ 830.00	N	Sustainable Planning Act 2009 S260(1)(d)(i)	R
Building Work / Operational Work Not Associated With an MCU						
Class 10 on Vacant Land, Fast Track Approval		\$ 280.00	\$ 285.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Building or Structure - Height, Site Cover or Setback		\$ 795.00	\$ 810.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Fence or wall forward of building line and less 50% transparent		\$ 280.00	\$ 285.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Retaining wall over 2m in height		\$ 795.00	\$ 810.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Displacement of more than 20 cubic metres of material		\$ 795.00	\$ 810.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Building or structure on Cultural Heritage Site shown on SMDA		\$ 780.00	\$ 785.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Building or structure on land in SMDA to the Kingaroy airport		\$ 780.00	\$ 785.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Excavation and/or filling that materially affects premises		\$ 795.00	\$ 810.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Advertising Devices		\$ 655.00	\$ 690.00	N	Sustainable Planning Act 2009 S260(1)(d)(ii)	R
Change to an Approval						
Application for extension to relevancy period			\$ 960.00	N	Sustainable Planning Act 2009 S370(2)(b)	R
Application to amend an approval			\$ 1,650.00	N	Sustainable Planning Act 2009 S370(2)(a)	R
Request for Negotiated Decision Notice (10% of prescribed fee with a minimum \$200)			10% of Fee Minimum \$200	N	Sustainable Planning Act 2009 S380	R
Refund of Fees						
Refund of Application Fees when an Application is Withdrawn or Returned due to 'Not Properly Made'						
(i) Application submitted and preliminary checks completed		90%	90%	N	Sustainable Planning Act 2009 S260 / S265	R
(ii) Application advertised and placed on public display		50%	50%	N	Sustainable Planning Act 2009 S260 / S265	R
(iii) Site inspected and department reports prepared		25%	25%	N	Sustainable Planning Act 2009 S260 / S265	R
(iv) Meeting Report completed, prior to Council Meeting		10%	10%	N	Sustainable Planning Act 2009 S260 / S265	R
(v) After Council's consideration		Nil	Nil	N	Sustainable Planning Act 2009 S260 / S265	R
Planning Scheme Documents and Stationery						
Transitional Planning Schemes (Superseded Planning Schemes)		\$ 32.00	\$ 33.00	N	Sustainable Planning Act 2009 S173(4)(a)(b)	R
IPA Planning Scheme (2006) Disk (any ex Shire - per item)		\$ 32.00	\$ 33.00	Y		D
IPA Planning Scheme (2006) Hard Copy (any ex Shire - per item)		\$ 414.00	\$ 423.00	Y		D
Maps in Current Planning Schemes (Colour) A4		\$ 18.00	\$ 18.00	Y		D
Maps in Current Planning Schemes (Colour) A3		\$ 26.00	\$ 26.00	Y		D
Purchase of Public Notification Signs		\$ 40.00	\$ 40.00	Y		D

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Plumbing						
Assessments						
New - Domestic						
Dwelling - Sewered	\$ 815.00	\$ 845.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Dwelling - Unsew - HSTP / SEPTIC	\$ 815.00	\$ 845.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwelling Units - Sewered Per Unit	\$ 505.00	\$ 545.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwelling Units - Unsew - HSTP / SEPTIC Per Unit	\$ 505.00	\$ 545.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
New - Commercial						
School Projects, Industrial Development, Shops (Up to 8 inspections included) Inspection fee (\$200 applies per additional inspection)	\$ 935.00	\$ 1,200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture Up to 19	\$ 30.00	\$ 30.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture More than 20	\$ 35.00	\$ 35.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alterations - Domestic						
Dwelling - Sewered or Unsew (HSTP / Septic) (Minor)	\$ 505.00	\$ 515.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Dwelling - Sewered or Unsew (HSTP / Septic)	\$ 695.00	\$ 710.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Multi Dwelling Units - (Sewered or Unsew) Per Unit		\$ 725.00				
Alterations - Commercial						
School Projects, Industrial Development, Shops						
Up to 5 Fixtures	\$ 625.00	\$ 650.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Plus Per Fixture Over 5	\$ 30.00	\$ 30.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Re-Assessment						
HSTP	\$ 300.00	\$ 312.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Inspections						
Miscellaneous						
Swimming Pool & Sewer Lines	\$ 185.00	\$ 192.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Unsew (HSTP / SEPTIC)	\$ 215.00	\$ 225.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Disconnection from Sewered or Unsew (HSTP / SEPTIC)	\$ 250.00	\$ 260.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Reinspection						
Residential	\$ 180.00	\$ 192.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Commercial	\$ 200.00	\$ 200.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Searches						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 42.00	\$ 44.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Backflow Prevention Devices						
Backflow Prevention Device Assessment Fee - New Applications	\$ 215.00	\$ 225.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
Backflow Prevention Device Registration Fee (Per Property)	\$ 41.00	\$ 50.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
HSTP Maintenance Fees						
Assessment Service Reports for HSTP (Unsew) Areas	\$ 48.00	\$ 50.00	N	Plumbing & Drainage Act 2002 S85(2)(c)	R	
Grey Water Installations						
Full Grey Water Use Facility for New Dwelling						
Application Fee	\$ 185.00	\$ 400.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Inspection Fee	\$ 210.00	\$ 225.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Alteration to Existing Drainage Work & Approval of Grey Water Use Facility	\$ 300.00	\$ 312.00	N	Plumbing & Drainage Act 2002 S145(3)(b)	R	
Refund of Fees						
Prior to Assessment - % of Fees Paid	80%	80%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Following Assessment - % of Fees Paid	25%	25%	N	Plumbing & Drainage Act 2002 S42(3)	R	
Permit Issued - % of Fees Paid	Nil	Nil	N	Plumbing & Drainage Act 2002 S42(3)	R	

Fees & Charges						
Type of Charge	16 /17	17/18	GST	Head of Power	Reg / Com	
Printing & Stationery						
Council Documents						
Council Minutes	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 597(2)(c)	R
10 Copies or More	/ page	\$ 0.90	\$ 0.90	N	Local Government Act 2009 597(2)(c)	R
Per Set		\$ 2.55	\$ 2.60	N	Local Government Act 2009 597(2)(c)	R
Local Laws & Local Law Policies	/ page	\$ 0.70	\$ 0.70	N	Local Government Act 2009 597(2)(c)	R
10 Copies or More	/ page	\$ 0.90	\$ 0.90	N	Local Government Act 2009 597(2)(c)	R
Budget Document		No Charge	No Charge	N	Local Government Act 2009 597(2)(c)	R
Corporate Plan		No Charge	No Charge	N	Local Government Act 2009 597(2)(c)	R
Annual Report		At Cost	At Cost	N	Local Government Act 2009 597(2)(c)	R
Annual Report – CD or USB		\$ 6.95	\$ 7.10	N	Local Government Act 2009 597(2)(c)	R
Annual Financial Statements		\$ 20.90	\$ 20.90	N	Local Government Act 2009 597(2)(c)	R
Register of Fees & Charges		No Charge	No Charge	N	Local Government Act 2009 597(2)(c)	R
Facsimile Transmissions						
Local Call - First Page		\$ 2.05	\$ 2.10	Y		C
Local Call - Each Additional Page		\$ 0.70	\$ 0.70	Y		C
STD or ISD - First Page		\$ 2.75	\$ 2.80	Y		C
STD or ISD - Each Additional Page		\$ 1.30	\$ 1.35	Y		C
Laminating						
A4	/ page	\$ 3.80	\$ 3.80	Y		C
A3	/ page	\$ 4.50	\$ 4.60	Y		C
A1 or A0	/ metre	\$ 29.80	\$ 29.20	Y		C
Photocopying						
A4						
Double Sided	/ page	\$ 0.70	\$ 0.70	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 2.75	\$ 2.80	Y		C
A3						
Double sided	/ page	\$ 0.80	\$ 0.80	Y		C
Own Paper Supplied	/ page	\$ 0.20	\$ 0.20	Y		C
10 Sheets or More	/ page	\$ 0.30	\$ 0.30	Y		C
Community Organisations	/ page	\$ 0.20	\$ 0.20	Y		C
Colour	/ page	\$ 5.95	\$ 6.05	Y		C
Plan Printing						
Printed Sheets A1		\$ 27.00	\$ 27.55	Y		C
Printed Sheets A0		\$ 35.00	\$ 35.70	Y		C

Fees & Charges					
Type of Charge	16 / 17	17 / 18	EST	Head of Phone	Rep / Com
Private Works					
Mowing					
Staking of Allotments (1/6 acre or 1/4 Hour) - At Cost + Administration	\$	60.00	\$	60.00	Y

Height of font not correct

width

width

Back to Contents

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Rentals						
Community Housing						
Murgon						
Jethro Street Units						
% of Weekly Household Assessable Income	30%	30%				
Pursuant to Community Housing Ready Reckoner						
Wright Way Units						
% of Weekly Household Assessable Income	30%	30%				
Pursuant to Community Housing Ready Reckoner						
Nanango						
Appin Place						
Standard Unit	\$ 155.00	\$ 155.00	Y			C
Main Unit	\$ 180.00	\$ 180.00	Y			C
Brighthaven						
Units 1 - 10	\$ 120.00	\$ 120.00	Y			C
Drayton Villas						
Minimum Standard Unit	\$ 150.00	\$ 170.00	Y			C
Minimum Extended Unit	\$ 170.00	\$ 180.00	Y			C
Council Housing						
Murgon						
Goodchild Drive	CMV	CMV	Y			C
Macalister Street House	CMV	CMV	Y			C
Tiernan Terrace	CMV	CMV	Y			C
Nanango						
Pioneer Cottage	CMV	CMV				
Blunker Avenue (Staff Accommodation as per Contract) #	CMV	CMV				
Hunter Street (Staff Accommodation as per Contract) #	CMV	CMV				
Erisbane Street	CMV	CMV				
# # Contracts Cease - Fees Will Be Set at Current Market Rental Values (CMV)						

Page 250

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Right to Information (RTI) and Information Privacy						
RTI Application Fee		\$ 46.40	\$ 47.53	N	RTI Regulation 2009 84	R
Processing Charge for an RTI Application (For Any Application Where the Processing Time is More Than 5 Hours)	/ 15 minutes	\$ 7.20	\$ 7.34	Y	RTI Regulation 2009 85	R
Access Charge (Photocopying (A4) B&W)	/ page	\$ 0.25	\$ 0.26	Y	RTI Regulation 2009 86	R
IP Application Fee		N/A	N/A	N	IP Regulation 2009	R
Access Charge (Photocopying (A4) B&W)	/ page	\$ 0.25	\$ 0.26	Y	IP Regulation 2009 94	R

* Charges are subject to change in accordance with legislative changes, this generally occurs around 1 July every year.

Right to Information

RTI & Information Privacy

Page 250

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Power	Reg / Com	
Roads						
Banners Across Roads						
Use of Banner Poles	/ installation	\$ 455.00	\$ 505.00	N	Local Government Act 2009 387(2)(a)	R
Permits						
Etching		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Rewings and Balconies Over Roads		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Building Materials Placed on Road		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Licensed Gates - Application Fee		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Licensed Ghd. - Application Fee		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Scaffolding		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Car Park Bays	/ day	\$ 10.00	\$ 10.00	N	Local Government Act 2009 387(2)(a)	R
Pipes Across Gazetted Roads						
Application Fee		\$ 140.00	\$ 140.00	N	Local Government Act 2009 387(2)(a)	R
Marker Posts (Complete)						
Each		\$ 55.00	\$ 55.00	Y		C
Complete Repairs						
Estimated Cost for Council to Supply, Lay & Backfill Enveloping Pipe (Actual Cost to be Charged)		At Debt	At Cost	Y		C
Removal Bond						
Assessment and Inspection Fee (Non-Refundable)		\$ 205.00	\$ 210.00			
For Movements Into, Out of, or Within the South Burnett Regional Council (When Damage Occurs to Council Roads Cost of Repairs to be Deducted from the Bond)		\$ 1,200.00	\$ 1,200.00	N	Local Government Act 2009 387(2)(a)	R
Rural Property Number						
Installation Fee for Relocation or Replacement		\$ 110.00	\$ 110.00	Y		C
Rural Numbers	/ each cap	\$ 5.50	\$ 5.50	Y		C
Rural Numbers	/ each number	\$ 7.70	\$ 7.70	Y		C
Rural Numbers	/ each post	\$ 16.50	\$ 16.50	Y		C

Fees & Charges						
Type of Charge	16 /17	17/18	GST	Head of Power	Reg / Com	
Salvards & Dips						
Liveweight Sale (Fortnightly Sales)						
Liveweight Sale Fee	/ head per sale	\$ 5.60	\$ 11.60	Y	C	
Specialty Sales (Bull Sales, Droughtmaster, etc.)						
Open Auction Sale Fee	/ head per sale	\$ 3.70	\$ 6.70	Y	C	
Open Auction Sale Ring Use	/ head per sale	\$ 26.10	\$ 26.10	Y	C	
Agent Licence Fee for 1-2 Day Specialty Sales	/ event	\$ 1,127.50	\$ 1,327.50	Y	C	
Sales Clearing Fees						
Inspect and/or Dip	/ head		\$ 5.50	Y	C	
Failed Inspection Fee	/ mob		\$ 25.00	Y	C	
Failed Inspection - Reinspection and Dip Only	/ head		\$ 5.50	Y	C	
Failed Inspection - Reinspection, Dip and Holding	/ head		\$ 6.50	Y	C	
Consignment / Intransit						
First Day	/ head per first day	\$ 2.20	\$ 2.50	Y	C	
Everyday and Thereafter	/ head per day	\$ 1.00	\$ 1.00	Y	C	
Private Dipping - During Operational Hours						
Under 10 Head	minimum charge	\$ 2.30	\$ 27.50	Y	C	
10 Head and Over	/ head		\$ 2.75	Y	C	
Private Tick Inspections During Operational Hours						
Under 10 Head	minimum charge	\$ 30.80	\$ 27.80	Y	C	
10 Head and Over	/ head		\$ 2.75	Y	C	
Spraying						
Minimum Charge		\$ 5.00	\$ 15.00	Y	C	
3 Head and Over Per Animal	/ head		\$ 5.00	Y	C	
Private Dipping, Tick Inspections and Spraying - Out of Hours, Weekends and Public Holidays						
Callout Fee	/ callout	\$ 82.30	\$ 82.30	Y	C	
Minimum 1 Hour Charge	/ hour or part thereof	\$ 246.00	\$ 246.00	Y	C	
Private Weighing						
Under 10 Head	minimum charge (under 20 head)	\$ 32.30	\$ 32.30	Y	C	
10 Head and Over	/ head	\$ 1.80	\$ 2.20	Y	C	
National Livestock Identification Scheme (NLIS)						
Private Scan	/ head	\$ 1.20	\$ 2.20	Y	C	
Replacement of NLIS Device	/ device	\$ 16.00	At Cost	Y	C	
Dead Animal						
Removal and Disposal of Dead Animal		\$ 728.50	At Cost + 19%	Y	C	
Feeding						
Feeding Service		\$ 8.20	At Cost + 19%	Y	C	

* FEE NOTES: Calves - If presenting alone are charged per head sale or free if part of a unit

Fees & Charges						
Type of Charge	16 /17	17 /18	GST	Head of Power	Reg / Com	
Searches						
Building Searches						
Building Property Search	\$ 174.00	\$ 173.00	N	Local Government Act 2009 (3)(g)	R	
Building Records Search	\$ 260.00	\$ 265.00	N	Local Government Act 2009 (3)(g)	R	
Building Records Search (Urgent)	\$ 300.00	\$ 300.00	N	Local Government Act 2009 (3)(g)	R	
Copy of Building Plans (Hard Copy)	\$ 168.00	\$ 163.00	N	Sustainable Planning Act 2009 (3)(1)(i)	R	
Copy of Building Plans (Electronic)	\$ 84.00	\$ 84.00				
Cemetery Search						
Standard Search (Over 6 Names)	At Cost	At Cost	Y		C	
Environmental Health Licences						
Special Inspection (e.g. Compliance Search)						
To Undertake Inspection of any Licensed Premises and Requires a Written Report	\$ 342.00	\$ 349.00	Y		C	
The Application Fee for all Environmental Health Licences / Permits includes the Assessment Fee and the Balance of the Licensing period. If a new application is received in the last 3 months of the licensing period the approval shall be issued to the common due date in the following financial year.						
Health Records Search						
	\$ 89.00	\$ 91.00	Y		C	
Noxious Weeds - Property Inspection						
	\$ 180.00	\$ 183.00	N	Local Government Act 2009 (37)(a)	R	
Rates / Property Searches						
Short Search	\$ 74.00	\$ 75.00	N	Local Government Act 2009 (38)(2)(g)	R	
Full Search	\$ 131.00	\$ 133.00	N	Local Government Act 2009 (38)(2)(g)	R	
Urgent Search (Less than 48 hours from receipt of request)	\$ 190.00	\$ 193.00	N	Local Government Act 2009 (38)(2)(g)	R	
Property Archive Search/Miscellaneous Administration Fee	\$ 37.00	\$ 38.00	Y		C	
Property Archive Search/Miscellaneous Administration Fee - if less than 1/2 hour	\$ 22.00	\$ 22.00	Y		C	
Note:						
(i) The owner (or his Agent authorised in writing) may inspect the Rate Book in respect of land of which he is the owner, lessee, or occupier, and / or land adjoining there to, without charge.						
(v) Rate information is not to be given by telephone.						
Special Water Meter Reading						
	\$ 75.00	\$ 76.50	N	Local Government Act 2009 (50)(2)(e)	R	
Planning Searches						
Limited Planning Certificate	\$ 136.00	\$ 137.00	N	Sustainable Planning Act 2009 (7)(2)	R	
Standard Planning Certificate	\$ 400.00	\$ 408.00	N	Sustainable Planning Act 2009 (7)(2)	R	
Full Planning Certificate	\$ 800.00	\$ 816.00	N	Sustainable Planning Act 2009 (7)(2)	R	
Searches						
Plumbing Search - House Drainage Plans within the Property (Owner / Private Certifier Info Request)	\$ 42.00	\$ 44.00	N	Plumbing & Drainage Act 2002 (14)(5)(b)	R	

Fees & Charges						
Type of Charge	16 /17	17/18	GST	Head of Power	Reg / Com	
Soil Laboratory Testing						
Aggregate Sampling						
Sampling of Aggregate	/ hour	\$ 72.00	\$ 72.00	Y		C
Flakiness Index (Including AFD, Particle Size Distribution)		\$ 172.00	\$ 172.00	Y		C
Degradation Test		\$ 225.00	\$ 225.00	Y		C
Weak Particles		\$ 72.00	\$ 72.00	Y		C
Crushed Particles		\$ 72.00	\$ 72.00	Y		C
Degree of Fines		\$ 72.00	\$ 72.00	Y		C
10% Fines Wet / Dry Variation		\$ 515.00	\$ 515.00	Y		C
Sand / Silt / Clay Content		\$ 50.00	\$ 50.00	Y		C
Loose Density		\$ 50.00	\$ 50.00	Y		C
CBR Testing						
CBR (5 Points)						
Unsoaked		\$ 440.00	\$ 440.00	Y		C
Soaked		\$ 440.00	\$ 440.00	Y		C
In Situ CBR Test (DCP)	/ hour	\$ 72.00	\$ 72.00	Y		C
CBR (1 Point)						
Unsoaked		\$ 260.00	\$ 260.00	Y		C
Soaked		\$ 260.00	\$ 260.00	Y		C
Compaction Testing						
Conventional						
Dry Density - Moisture Relationship (MDR)						
Large Mould MDR		\$ 175.00	\$ 175.00	Y		C
Small Mould MDR		\$ 135.00	\$ 135.00	Y		C
Field Density (Sand Replacement)		\$ 80.00	\$ 80.00	Y		C
Ball Penetrometer	/ hour	\$ 72.00	\$ 72.00	Y		C
Concrete Testing						
Slump Test						
Making Cylinders and Curing (Each Cylinder) (Includes 1 Slump Test Per Set of 3)		\$ 25.00	\$ 25.00	Y		C
Set of 3		\$ 170.00	\$ 170.00	Y		C
Cast and Cure Extra Cylinder		\$ 25.00	\$ 25.00	Y		C
Unconfined Compressive Strength (UCS)		\$ 245.00	\$ 245.00	Y		C
Compressive Strength Tests (Each Cylinder)		\$ 25.00	\$ 25.00	Y		C
Nuclear Meter Testing (NATA Certified)						
Field Dry Density - Moisture Content Each		\$ 42.00	\$ 42.00	Y		C
Soil Testing						
Moisture Content						
Sieve Analysis	/ test	\$ 29.00	\$ 29.00	Y		C
Particle Size Distribution (PSD) Dry/Wet		\$ 130.00	\$ 130.00	Y		C
Particle Size Distribution (PSD) Less than 5 Sieves		\$ 87.00	\$ 87.00	Y		C
Atterberg Limits						
5 Points (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 190.00	\$ 190.00	Y		C
1 Point (Includes Liquid Limit, Linear Shrinkage and Plastic Index)		\$ 90.00	\$ 90.00	Y		C
Linear Shrinkage		\$ 41.00	\$ 41.00	Y		C
Discount for Bulk Customers - On Request						
Standard Fees						
Hourly Travel Rate	/ hour	\$ 95.00	\$ 95.00	Y		C
Notes						
1. Costs include travel of up to 10km radius of Kingaroy, otherwise travel charges apply.						
2. A wait time of 15 minutes per job after which hourly rate charged at 15 minute intervals.						
3. If a sample is to be sent to another Laboratory, postage shall be added.						
4. Any tests not listed but able to be undertaken by the Soils Laboratory shall be charged at the hourly rate.						
5. The Soils Laboratory hours of operation are 6.30am to 3.30pm Monday to Friday. Testing outside of these hours will attract overtime rates.						
6. When Soil Tester is undertaking a large volume of testing for a single client a lower charge out rate may be negotiated if in agreement with the Chief Executive Officer.						
7. Call fee of half an hour applies if job cancelled and not notified plus travel costs where applicable.						

Fees & Charges						
Type of Charge	16 / 17	17 / 18	GST	Head of Pools	Reg / Cam	
Swimming Pools						
South Burnett Swimming Pools – Kingaroy, Preston and South Burnett Aquatic Centre						
Adult	/head	\$ 3.20	\$ 3.20	Y		C
Children < 12	/head	\$ 2.50	\$ 2.50	Y		C
Senior / Concession Card Holder	/head	\$ 2.50	\$ 2.50	Y		C
Hydrotherapy Pool	/head	\$ 3.20	\$ 3.20	Y		C
School Swimming Carnival		\$ 340.00	\$ 347.00	Y		C
Private Hire	/hour	\$ 70.00	\$ 70.00	Y		C
Lane Hire	/lane per hour	\$ 13.00	\$ 13.00	Y		C
South Burnett Swimming Pools - Wondai, Murgon and Blackbutt						
Adult	/head	\$ 3.20	\$ 3.20	Y		C
Children < 12	/head	\$ 2.50	\$ 2.50	Y		C
Senior / Concession Card Holders	/head	\$ 2.50	\$ 2.50	Y		C
School Swimming Carnival		\$ 340.00	\$ 347.00	Y		C
Private Hire	/hour	\$ 70.00	\$ 70.00	Y		C
Lane Hire	/lane per hour	\$ 13.00	\$ 13.00	Y		C
Less to Swim Lessons	/head	\$ 1.00	\$ 1.00	Y		C
Wondai, Murgon and Blackbutt Swimming Pools - Individual Passes						
8 Month Season Pass - Sep-2017 through to Apr-2018						
Child	/season	\$ 120.00	\$ 120.00			
Adult	/season	\$ 150.00	\$ 150.00			
Senior / Concession Card Holders	/season	\$ 120.00	\$ 120.00			
Family	/season	\$ 430.00	\$ 430.00			
10 and 20 Visit Pass						
10 Visit Pass - Child		\$ 20.00				
10 Visit Pass - Adult		\$ 30.00				
10 Visit Pass - Senior / Concession Card Holders		\$ 20.00				
20 Visit Pass - Child		\$ 40.00				
20 Visit Pass - Adult		\$ 60.00				
20 Visit Pass - Senior / Concession Card Holders		\$ 40.00				
South Burnett Aquatic Centre, Kingaroy and Preston Swimming Pools - Individual Passes						
8 Month Season Pass - Sep-2017 through to Apr-2018						
Child	/season	\$ 120.00	\$ 120.00			
Adult	/season	\$ 150.00	\$ 150.00			
Senior / Concession Card Holders	/season	\$ 120.00	\$ 120.00			
Family	/season	\$ 430.00	\$ 430.00			
10 and 20 Visit Pass						
10 Visit Pass - Child		\$ 20.00				
10 Visit Pass - Adult		\$ 30.00				
10 Visit Pass - Senior / Concession Card Holders		\$ 20.00				
20 Visit Pass - Child		\$ 40.00				
20 Visit Pass - Adult		\$ 60.00				
20 Visit Pass - Senior / Concession Card Holders		\$ 40.00				
South Burnett Aquatic Centre - 12 Month Season Pass - Purchased Directly from Pool						
12 Month Season Pass - Sep-2017 through to Aug-2018						
Child	/season	\$ 160.00	\$ 160.00			
Adult	/season	\$ 200.00	\$ 200.00			
Senior / Concession Card Holders	/season	\$ 160.00	\$ 160.00			
Family	/season	\$ 570.00	\$ 570.00			

Fees & Charges						
Type of Charge	16 /17	17 /18	GST	Head of Power	Reg / Com	
Waste Services						
Bin Purchase – Kingaroy						
Bulk Bin (10 cubic metre, 27 cubic metre, etc)		At Cost	At Cost	Y		C
Casual Refuse Collection Service (Additional Services)						
Wheeled Bin	/ service	\$ 123.00	\$ 125.00	Y		C
Disposal of Dead Animals						
A Small Sized Animal <15Kgs	/ animal	\$ 19.00	\$ 19.00	Y		C
A Medium Sized Animal >15Kgs – <45Kgs	/ animal	\$ 28.00	\$ 30.00	Y		C
A Large Sized Animal >45Kgs – <90Kgs	/ animal	\$ 104.00	\$ 106.00	Y		C
A Horse & Cow Type Animal (irrespective of the Weight)	/ animal	\$ 150.00	\$ 156.00	Y		C
Animal Offal/Waste Products (irrespective of the Weight)	/ animal	\$ 32.00	\$ 33.00	Y		C
Tipping Fees - Disposal of Regulated Waste - Asbestos						
<10m ² of Domestic Self-Haul Asbestos	/ cubic metre or part thereof	\$ 39.00	\$ 80.00	Y		C
>10m ² of Domestic Self-Haul or Any Commercial Asbestos	/ cubic metre or part thereof	\$ 156.00	\$ 160.00	Y		C
Commercial / Industrial Tipping Fees - Landfills / Transfer Stations						
Batteries	each	No Charge	No Charge			
Waste Oil	/ litre	No Charge	No Charge			
Clean Fill		No Charge	No Charge			
Light Gauge Metal / Car Bodies / Metal Tanks		No Charge	No Charge			
Cardboard and Paper Waste (Only Able to be Recycled at Kingaroy and Nanango)		No Charge	No Charge			
Commercial & Industrial	/ cubic metre or part thereof	\$ 32.00	\$ 35.00	Y		C
<p><small>Only waste amounts less than 20m³ or 20 tonnes in total in conjunction with demolition (D&D) waste is able to be processed at waste facilities other than Kingaroy with prior approval. Major C&D disposal (>20m³ or 20 tonnes in total) is to be disposed of at the Kingaroy Waste Facility. Please contact Council's Waste Services Section on (07) 4119 1100 for further details.</small></p>						
Fridges, Freezers, Water Heat Pump Systems, etc. (degassing expense)			\$ 11.00			
Green Waste	/ cubic metre	No Charge	No Charge	Y		
Liquid Paint (Disposal Available at Kingaroy Only)	litre	\$ 8.00	\$ 8.00	Y		C
Truck (Compacted Waste)	/ cubic metre	\$ 70.00	\$ 71.00	Y		C
Truck (Uncompacted Waste including Skips)	/ cubic metre	\$ 34.00	\$ 35.00	Y		C
Waste from Outside Shire	/ cubic metre	\$ 48.00	\$ 66.00	Y		C
Commercial Tipping Fees – Kingaroy Weisbridge						
Commercial & Industrial Waste	/ tonne	\$ 92.00	\$ 97.00	Y		C
Construction & Demolition Waste	/ tonne	\$ 32.00	\$ 35.00	Y		C
Fridges, Freezers, Water Heat Pump Systems, etc. (degassing expense)			\$ 11.00			
Green Waste	/ tonne	No Charge	No Charge	Y		
Tires (Commercial or Residential)						
Tires - Motorcycle		\$ 5.00	\$ 5.00	Y		C
Tires - Car		\$ 8.00	\$ 8.00	Y		C
Tires - Truck to Super Single		\$ 25.00	\$ 25.00	Y		C
Tires - Tractor < 1.5		\$ 112.00	\$ 114.00	Y		C
Tires - With Rims + Base Cost		\$ 1.00	\$ 1.00	Y		C
Other		At Cost	At Cost	Y		C

Fees & Charges						
Type of Charge	16 /17	17 /18	GST	Head of Power	Reg / Cam	
Waste Water						
Sewerage Connection	\$ 545.00	\$ 555.00	N	Local Government Act 2009 397(2)(e)	R	
Service Connection - Out Into Existing Main	At Cost	At Cost	N	Local Government Act 2009 397(2)(e)	R	
Service - Other	At Cost	At Cost	N	Local Government Act 2009 397(2)(e)	R	
Location of Services (Water & Sewer)	\$ 132.00	\$ 135.00	N		C	
Water & Wastewater Searches						
Requests for Sewer & Water Details Within Property (Sewer Main & Water Main Location Information)	\$ 50.00	\$ 50.00	N	Local Government Act 2009 397(2)(e)	R	
Requests for Sewer & Water Details Adjacent to the Property (Sewer Main & Water Main Location Information)	\$ 50.00	\$ 50.00	N	Local Government Act 2009 397(2)(e)	R	
Trade Waste Application Fee						
Category 1 Licence	\$ 255.00	\$ 260.00	N	Local Government Act 2009 397(2)(e)	R	
Category 2 (Minimum \$330 P/A volume ckg)	\$ 1.00	\$ 1.00	N	Local Government Act 2009 397(2)(e)	R	
Category 3 (Minimum \$330 P/A volume ckg)	\$ 1.00	\$ 1.00	N	Local Government Act 2009 397(2)(e)	R	
BOD5 ckg	\$ 1.50	\$ 1.50	N	Local Government Act 2009 397(2)(e)	R	
Siz Solids ckg	\$ 1.00	\$ 1.00	N	Local Government Act 2009 397(2)(e)	R	
Swimming Pool Application Fee	\$ 185.00	\$ 185.00	N	Local Government Act 2009 397(2)(e)	R	
Miscellaneous Wastewater Fees						
Hire of Sewer Camera including Staff	/hour	\$ 175.00	Y		C	
Hire of Sewer Jetter including Staff	/hour	\$ 260.00	Y		C	
Concurrence Agency Response (Building Over or Near Infrastructure QDC MP1.4)		\$ 300.00	N	Sustainable Planning Act 2009 527(1)(c)(ii)	R	
Disposal of Septage Waste						
Disposal of Septage Waste Originating Within the South Burnett Regional Council Area	7 1000 litres	\$ 27.50	Y		C	
Disposal of Septage Waste Originating Outside the South Burnett Regional Council Area	7 1000 litres	\$ 121.00	Y		C	

Fees & Charges						
Type of Charge		16 / 17	17 / 18	GST	Head of Power	Reg / Com
Water - Sales						
Blackbutt Bulk Muck Pipeline Water	/litre/m ³	\$ 1.00	\$ 1.10	N		C
Purchase of Water						
Water from Standpipe Commercial or Dom	/litre/m ³	\$ 4.00	\$ 4.00	N		C
Deposit on Standpipe Key		\$ 125.00	\$ 125.00	N		C

Fees & Charges						
Type of Charge	16 / 17	17 / 18	BST	Head of Power	Reg / Com	
Water Supplies:						
Connection Fees (Measurements are Internal Diameter)						
Standard 20mm Service (<30 metres)	\$ 990.00	\$ 990.00	N	Local Government Act 2009 397(2)(a)	R	
Standard & Restricted Rural 12mm Service	\$ 990.00	\$ 990.00	N	Local Government Act 2009 397(2)(a)	R	
25mm Service (Includes 25mm Meter) (<30 metres)	\$ 1,350.00	\$ 1,350.00	N	Local Government Act 2009 397(2)(a)	R	
Multiple Dwelling Units - Connection 25mm (incl. 1 x 20mm Meter Per Unit) (<30 metres)	\$ 675.00	\$ 675.00	N	Local Government Act 2009 397(2)(a)	R	
20mm Service (Includes 20mm Meter) (<30 metres)	\$ 2,600.00	\$ 2,600.00	N	Local Government Act 2009 397(2)(a)	R	
Larger Than 20mm Service (Including Meter) (<30 metres)	At Cost	At Cost	N	Local Government Act 2009 397(2)(a)	R	
Minimum	\$ 3,000.00	\$ 3,000.00	N	Local Government Act 2009 397(2)(a)	R	
Over 30 metres from Man (All Sizes)	At Cost	At Cost	N	Local Government Act 2009 397(2)(a)	R	
Other Fees						
Disconnection Fee	\$ 140.00	\$ 140.00	N	Local Government Act 2009 397(2)(a)	R	
Relocate Meter to Other Location	At Cost	At Cost	N	Local Government Act 2009 397(2)(a)	R	
Special Water Meter Reading	\$ 75.00	\$ 76.50	N	Local Government Act 2009 397(2)(a)	R	
Testing Meter - Internally	\$ 90.00	\$ 90.00	N	Local Government Act 2009 397(2)(a)	R	
Testing Meter - Externally	At Cost	At Cost	N	Local Government Act 2009 397(2)(a)	R	
Physical Location of Water Mains	\$ 132.00	\$ 132.00	Y		C	
Compliance Agency Response (Building Over or Near Infrastructure QDC MP1.4)	\$ 300.00	\$ 300.00	N	Sustainable Planning Act 2009 327(2)(c)(i)	R	
Meter Boxes (PVC)						
Existing Connection (To be installed by Council)	\$ 110.00	\$ 110.00	Y		C	

Financial and Resource Implications

Fees and Charges are a revenue source used to fund Councils service delivery. This revenue is included in each annual budget. Appropriate levels of funding from user fees reflect the cost of providing the service and are essential for long term financial sustainability.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Input was requested from each officer who has responsibility for implementing their section of the Fees and Charges as well as the respective Managers and General Managers.

Legal Implications (Statutory Basis, Legal Risks)

Fees and Charges proposed in accordance with the *Local Government Act 2009*.

Policy/Local Law/Delegation Implications

Fees and Charges proposed in accordance with any Policy, Local Law and Delegations.

Asset Management Implications

Fees and charges reflect the operational aspects of assets.

10.2.3 F - 2364495 - Rate Exemptions and Remissions - Additions to Approved List - Nanango Historical Society Inc. - 42 Gipps Street, Nanango

Document Information

IR No 2364495
Author Rates Team Leader
Endorsed By General Manager Finance
Date 5 June 2016

Précis

Requesting Council approve an ongoing rate remission for the Nanango Historical Society Inc. for their property situated at 42 Gipps Street, Nanango.

Summary

A request has been received from the Nanango Historical Society Inc. to allow a rate remission on their property situated at 42 Gipps Street, Nanango.

It is recommended that Council agree to provide a rate remission for the Nanango Historical Society Inc.

Officer's Recommendation

That Council agree to provide a rate remission for the Nanango Historical Society Inc. on their property situated at 42 Gipps Street, Nanango from 01-Jan-2017.

Financial and Resource Implications

Reduction in Council's Revenue.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Nil required – this is a specific request from a ratepayer.

Legal Implications (Statutory Basis, Legal Risks)

Nil.

Policy/Local Law/Delegation Implications

Revenue Policy, Revenue Statement.

Asset Management Implications

Nil.

10.2.4 F - 2364456 - Fourth Quarter Operating Budget Review 2017**Document Information**

IR No 2364456

Author Manager Finance

Endorsed
By General Manager Finance

Date 5 June 2017

Précis

Fourth quarter review of Council's 2016/2017 Operating Budget.

Summary

A review of the 2017 Budget has been undertaken as at 31 May 2017. The amended Operational Budget results in an operating surplus of \$1,011,381.

The table below shows the projected changes compared to the original budget:

Operating Budget

Program	16/17 Original Budget	16/17 1 st Quarter Budget	16/17 2 nd Quarter Budget	16/17 3 rd Quarter Budget	16/17 4 th Quarter Budget
General Operations	(\$370,341)	(\$281,348)	(\$535,839)	(\$669,045)	(297,214)
Plant and Fleet	\$525,210	\$525,210	\$525,885	\$525,885	\$525,885
Water	\$263,571	\$263,571	\$276,302	\$276,302	\$276,302
Waste Water	\$238,994	\$238,994	\$148,816	\$148,816	\$166,816
Waste	\$132,257	\$132,257	\$110,006	\$140,573	\$339,592
Operating Net Result	\$789,691	\$878,684	\$525,170	\$422,531	\$1,011,381

Table of Main Changes

The fourth quarter review indicates an **increase in the operating net result** as compared to the third quarter budget revision mainly on account of the following:

Revenue

Particulars	Change in Operating Net Result Increase (Decrease)
Increase in Net Revenue from Road & Drainage Contracts - RMPC/RPC	\$383,175
Increase in Waste Management revenue from commercial and domestic waste disposal fees, rates waste collection and other miscellaneous income	\$199,019

Increase in Operational Grants mainly from Apprenticeship grant	\$186,425
Increase in rates, levies and charges	\$108,939
Increase in Water & Waste Water Revenue from liquid trade waste discharge fees	18,000
Decrease in Fees & Charges mainly due to reduction in Development Application Fees, Saleyard Fees and Plumbing & Drainage Fees	(246,303)
Decrease in Rental Income and Other Income	(60,405)
Total Increase	\$588,850

Capital Revenue:

The \$400,158 decrease in capital grants is mainly on account of the decrease in the projected grant revenue for the Kingaroy Waste Water Treatment Plant.

Officer's Recommendation

That in accordance with Section 170(3) of the *Local Government Regulation 2012* the revised Budget be adopted.

Comprehensive Income Statement

	15/17 (11)	15/17 Original Budget	16/17 Approved Budget	16/17 Proposed Budget	16/17 Proposed Adjustment	16/17 Budget	17/18 Budget	17/18 Budget	17/18 Budget	17/18 Budget	18/19 Budget	18/19 Budget	
REVENUE													
Recurrent Revenue													
Fees & Charges	5,326,833	4,335,478	4,300,400	4,052,257	148,043	4,204,214	4,255,229	4,441,898	4,535,970	4,651,267	4,729,095	4,729,095	4,930,933
Interest Received	20,544	1,741,716	1,831,113	1,701,719	30,394	1,862,113	1,855,800	1,704,671	1,710,973	1,710,456	1,745,270	1,745,270	1,830,377
Grants	30,544	1,741,716	1,831,113	1,701,719	30,394	1,862,113	1,855,800	1,704,671	1,710,973	1,710,456	1,745,270	1,745,270	1,830,377
Rates, Levies & Charges	44,359,442	44,183,448	44,056,449	44,271,407	184,958	44,255,000	45,302,176	45,350,918	47,231,152	48,228,655	48,249,870	50,259,423	51,300,984
Rental Income	455,124	521,845	471,750	491,229	40,054	511,779	481,165	400,698	500,023	510,635	529,587	531,265	541,361
Sales Revenue	4,726,834	3,255,150	3,248,000	4,776,372	1,527,372	4,776,372	5,254,680	4,225,474	2,831,983	2,737,410	2,643,568	2,550,229	2,550,229
Grants, Subsidies, Contributions & Donations	7,693,831	7,330,888	7,884,271	7,570,384	188,428	7,750,662	7,427,287	7,572,773	7,772,988	7,861,652	8,028,689	8,028,689	8,384,204
Total Recurrent Revenue	62,850,860	61,968,057	61,405,700	63,026,747	1,311,047	62,716,747	62,581,163	63,864,801	64,639,891	65,840,110	67,069,364	68,429,699	69,516,988
Capital Revenue													
Grants, Subsidies, Contributions & Donations	11,055,881	10,544,224	11,033,813	11,533,653	400,159	11,937,466	5,937,660	4,160,478	4,274,308	4,275,267	3,807,084	3,855,226	3,889,430
Total Revenue	73,906,741	72,512,281	72,439,513	74,560,400	1,711,196	74,654,213	68,518,823	68,025,279	68,914,200	70,115,377	70,876,448	72,285,325	73,406,418
Capital Expenditure													
Capital Income	366,620	491,250	481,250	481,250	-	481,250	470,475	478,685	488,493	486,273	503,298	516,448	529,503
TOTAL INCOME	74,273,361	72,999,031	72,960,263	75,041,650	1,711,196	75,135,463	68,989,348	68,503,594	69,402,693	70,601,104	71,379,746	72,801,788	73,935,921
EXPENSES													
Recurrent Expenses													
Depreciation	13,574,889	14,482,457	14,452,947	14,863,467	410,520	14,863,467	14,905,704	14,870,238	15,016,423	15,269,692	15,694,071	15,722,948	15,844,420
Contingencies	472,035	306,785	365,713	301,253	2,470	301,253	573,604	59,841,015	516,789	367,703	611,365	627,053	644,867
Employee Benefits	21,489,236	21,489,236	21,489,236	21,489,236	-	21,489,236	21,489,236	21,489,236	21,489,236	21,489,236	21,489,236	21,489,236	21,489,236
Employee Costs	3,118,248	2,742,356	2,742,356	2,742,356	-	2,742,356	2,742,356	2,742,356	2,742,356	2,742,356	2,742,356	2,742,356	2,742,356
Materials & Services	20,471,382	21,707,451	21,493,857	22,578,514	1,084,657	22,578,514	21,404,636	21,641,995	22,486,709	22,739,528	23,200,120	23,671,220	24,156,935
Total Recurrent Expenses	57,971,882	61,198,266	60,593,169	62,125,266	1,442,197	62,567,463	61,455,137	62,810,556	64,027,698	64,989,831	66,112,919	67,151,474	68,409,132
TOTAL EXPENSES	57,971,882	61,198,266	60,593,169	62,125,266	1,442,197	62,567,463	61,455,137	62,810,556	64,027,698	64,989,831	66,112,919	67,151,474	68,409,132
Net Operating Surplus	16,301,479	11,314,015	11,846,344	12,415,394	268,999	12,066,750	7,063,686	5,214,723	4,886,502	5,611,273	5,266,532	5,650,311	5,527,286

Projected Balance Sheet - South Burnett Regional Council - for period 2016/2017 - 2025/2026

	YTD Actuals as at 31 May 2017	Original Budget 2016/2017	Proposed Budget 2016/2017	Projected 2017/2018	Projected 2018/2019	Projected 2019/2020	Projected 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS												
Current Assets												
Cash and cash equivalents	36,634,495	33,000,511	32,561,811	35,086,985	42,652,036	45,241,556	47,920,581	47,405,882	47,256,948	47,074,124	47,338,865	48,214,942
Receivables	10,028,790	6,023,740	6,769,398	6,293,262	6,384,744	6,424,262	6,531,369	6,708,271	6,989,121	7,260,526	7,616,740	8,063,974
Inventories	1,148,670	1,194,663	1,194,663	1,248,556	1,243,927	1,267,786	1,293,142	1,319,095	1,346,385	1,372,233	1,399,739	1,427,734
Total Current Assets	47,811,955	40,218,914	40,545,833	43,388,814	50,279,707	52,933,603	55,745,091	55,432,857	55,581,454	55,726,942	56,351,333	57,706,650
Non Current Assets												
Trade and other receivables	5,000	679,461,565	897,357,936	902,076,722	904,759,358	906,331,366	911,794,515	914,720,188	917,406,679	919,971,201	922,285,332	924,476,899
Infrastructure, property, plant and equipment	8,887,622	6,044,429	6,354,869	6,063,667	7,759,463	7,482,197	7,141,868	6,628,436	6,511,869	6,192,137	5,869,207	5,543,048
Intangible Assets	815,748,270	887,306,074	905,732,864	910,140,388	912,552,811	915,783,463	918,936,383	921,548,624	923,920,448	926,163,338	928,164,339	930,019,947
Total Non Current Assets	943,552,334	927,804,928	948,270,697	953,220,203	962,832,518	966,717,163	974,891,474	976,881,481	979,511,902	981,890,230	984,519,873	987,226,597
Total Assets	11,245,246	10,414,831	12,472,892	12,402,652	12,851,944	13,174,894	13,238,091	13,651,668	14,008,720	14,281,835	14,216,806	14,487,761
LIABILITIES												
Current Liabilities												
Payables	3,804,302	4,576,156	6,685,652	6,468,686	6,486,673	6,508,016	6,534,332	6,561,200	6,589,467	6,616,811	6,643,676	6,673,607
Borrowings	3,889,377	2,436,953	2,387,352	2,476,076	2,829,335	3,068,902	3,374,628	3,536,965	3,760,852	3,760,852	3,689,765	3,761,216
Provisions	3,351,557	3,399,682	3,399,688	3,467,682	3,637,036	3,607,777	3,679,932	3,753,531	3,826,601	3,905,172	3,983,275	4,062,940
Total Current Liabilities	11,045,236	10,412,791	12,472,718	12,412,446	12,953,044	13,183,695	13,588,892	13,851,696	14,176,920	14,287,055	14,316,656	14,497,763
Non Current Liabilities												
Borrowings - non-current	38,364,800	39,645,668	38,654,815	38,179,735	40,849,161	40,780,502	40,415,673	36,878,716	33,286,067	29,627,215	26,937,460	22,176,242
Provisions - non-current	11,968,127	11,844,859	11,844,859	12,081,755	12,323,330	12,565,857	12,811,254	13,077,879	13,339,233	13,606,018	13,879,139	14,155,702
Unearned Revenue	2,219,751	-	-	-	-	-	-	-	-	-	-	-
Total Non Current Liabilities	52,552,678	51,490,527	50,499,674	50,261,490	53,172,572	53,366,360	53,226,928	49,956,595	46,625,300	43,133,233	39,815,399	36,331,944
Total Liabilities	63,597,914	61,903,318	62,972,392	62,673,936	66,125,616	66,550,055	66,815,820	63,808,291	60,802,220	57,420,288	54,132,055	50,829,707
Net Assets	1,245,246	1,411,513	1,500,500	1,728,716	1,898,328	1,991,200	1,952,173	2,193,372	2,206,499	2,255,547	2,284,251	2,357,854
Equity												
Retained Earnings	439,413,814	443,453,116	435,475,002	443,034,927	448,076,874	454,350,965	460,024,326	465,342,269	471,044,754	475,644,054	482,666,540	489,065,762
Revaluation reserves	440,823,488	422,246,433	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129
Total Equity	880,237,302	865,699,549	883,306,131	890,866,056	895,908,003	902,182,114	907,855,455	913,173,398	918,875,882	923,475,212	930,497,669	936,896,891

Projected Cash Flow - South Burnett Regional Council - for period 2016/2017 - 2025/2026

	YTD Actuals as at 31 May 2017	Original Budget 2017/2018	Proposed Budget 2016/2017	Projected 2017/2018	Projected 2018/2019	Projected 2019/2020	Projects 4 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash flows from operating activities												
Receipts:												
Receipts from Customers	53,887,319	54,316,381	63,311,034	66,391,872	67,164,822	68,344,608	69,511,916	70,685,687	71,858,913	73,032,139	74,205,365	75,378,591
Interest Received	981,927	1,724,108	750,000	786,800	783,000	811,124	828,800	844,621	861,512	878,473	895,434	912,395
Grants Income	3,331,134	1,604,423	481,750	481,165	500,233	510,633	520,937	531,241	541,545	551,849	562,153	572,457
From Capital grants and contributions	7,224,389	7,631,144	7,351,271	7,424,231	7,472,775	7,543,741	8,029,829	8,515,917	8,999,952	9,483,987	9,967,971	10,451,955
Payments:												
Payment to Suppliers	-43,472,430	-47,371,358	-54,197,002	-55,753,709	-56,176,511	-56,925,823	-68,030,872	-69,036,972	-69,233,609	-69,430,247	-69,626,885	-69,823,523
Borrowing costs	-1,316,748	-2,043,330	-2,043,330	-2,093,102	-2,166,789	-2,270,868	-2,322,035	-2,368,804	-2,415,573	-2,462,342	-2,509,111	-2,555,880
Net cash provided (or used) in operating activities	17,549,412	14,025,986	15,985,403	16,367,791	16,382,686	16,405,971	16,665,998	17,098,222	17,459,918	17,821,219	18,182,510	18,543,801
Cash flows from investing activities												
Receipts:												
Proceeds from sale of PPE	388,820	401,250	481,250	470,475	478,885	480,723	509,298	519,443	529,587	539,732	549,877	559,998
Grants, subsidies, contributions & donations	11,055,069	10,544,224	11,855,813	5,887,000	4,166,427	4,275,887	3,882,324	3,885,226	3,909,430	3,961,719	4,014,114	4,066,509
Advances (or payments) of Loans and Advances	6,985	6,985										
Payments:												
Payments for PPE	-19,440,800	-50,372,725	-22,890,708	-19,072,789	-17,282,059	-16,309,377	-15,116,912	-14,009,870	-13,167,352	-12,324,834	-11,482,316	-10,640,800
Net cash provided (or used) in investing activities	-9,006,971	-9,360,284	-10,495,245	-12,665,264	-12,647,347	-13,658,443	-13,805,570	-13,720,001	-13,748,050	-13,665,636	-13,583,326	-13,501,011
Cash flows from financing activities												
Receipts:												
Proceeds from Borrowings				2,000,000	5,506,000	3,000,000	3,000,000					
Payments:												
Payments of borrowings	-3,899,377	-2,436,953	-3,899,377	-2,387,553	-2,476,299	-3,059,003	-3,374,328	-3,536,935	-3,699,652	-3,862,369	-4,025,086	-4,187,811
Net cash provided (or used) in financing activities	-3,899,377	-2,436,953	-3,899,377	-387,553	3,029,701	-99,003	-3,374,328	-3,536,935	-3,699,652	-3,862,369	-4,025,086	-4,187,811
Net Increase/(decrease) in cash & cash equivalents	5,653,064	2,228,729	1,590,581	3,309,185	6,765,040	2,676,925	-514,009	-110,824	-110,824	-264,731	-264,731	-264,731
Cash and Cash Equivalents at beginning of period	36,081,431	30,851,702	30,261,431	32,561,811	35,086,926	42,062,206	45,241,652	47,405,632	47,294,808	47,029,877	46,765,146	46,500,415
Cash and Cash Equivalents at end of period	41,734,495	33,080,431	31,852,012	35,870,996	41,851,966	44,739,131	44,627,647	47,294,808	47,184,034	46,765,146	46,500,415	46,235,684

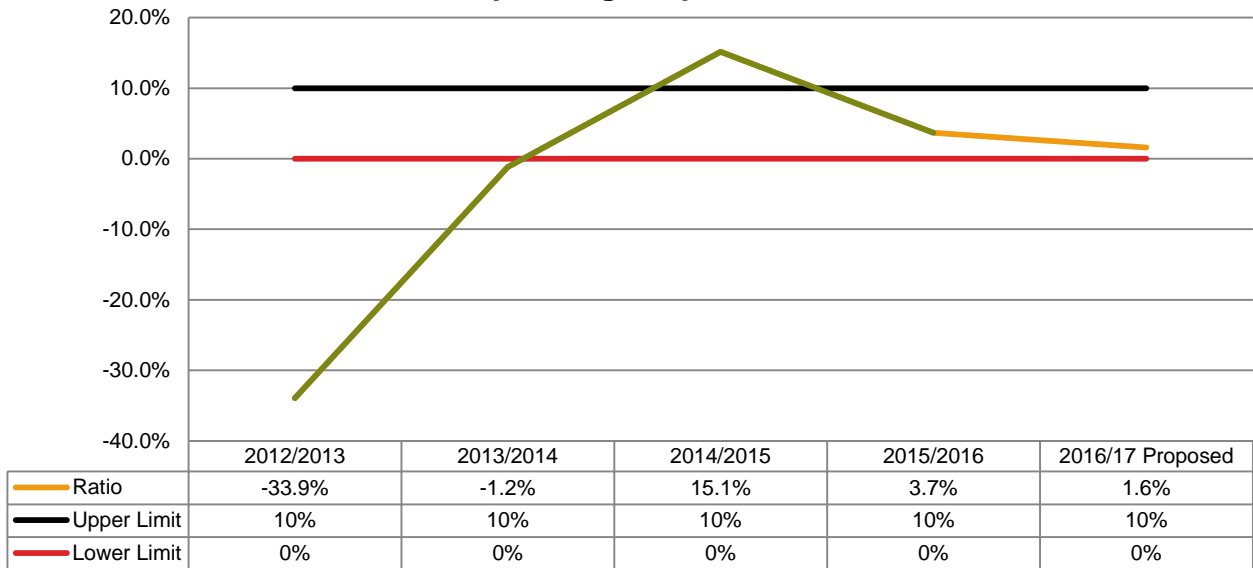
South Burnett Regional Council
Performance Indicators



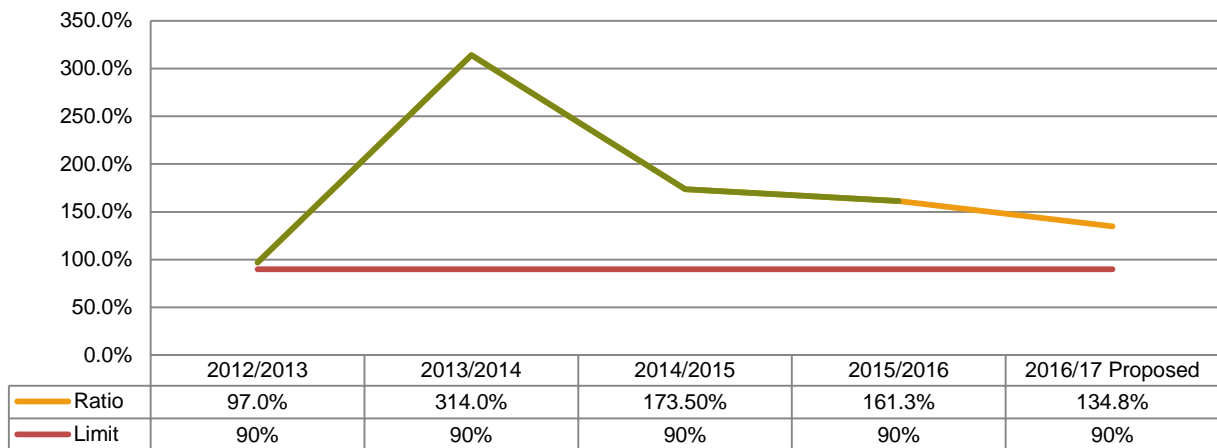
Key Performance Indicators

Ratio	Description	Target	2016/2017 Proposed Budget	Status	YTD May 2017
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes	Target between 0% and 10% (on average over the long-term)	1.6%	▼	8.2%
Asset Sustainability Ratio	This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out	Target greater than 90% (on average over the long-term)	134.8%	▼	145.6%
Net Financial Liability	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues	Target less than 60% (on average over the long-term)	35.5%	▼	25.3%

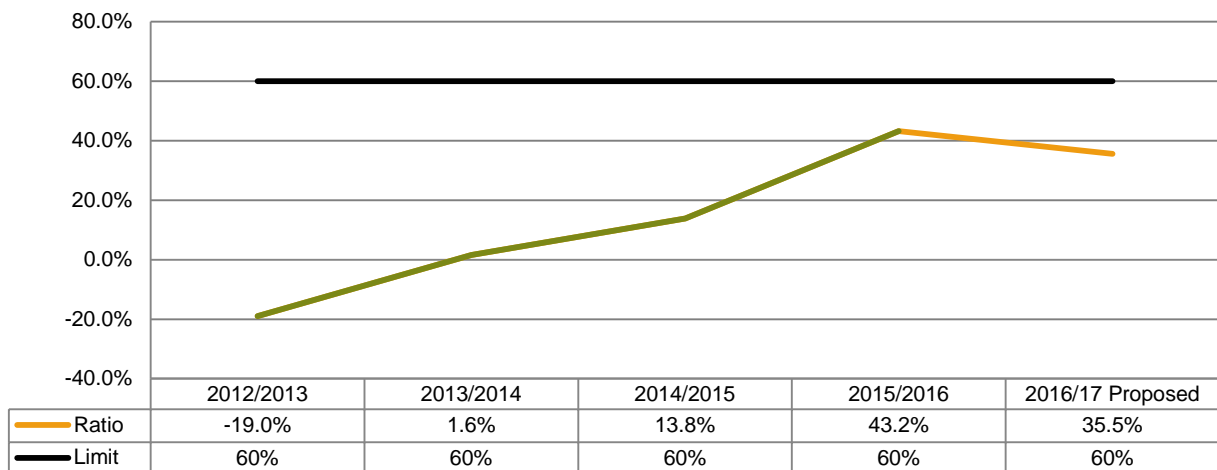
Operating Surplus Ratio



Asset Sustainability Ratio



Net Financial Liabilities Ratio



Financial and Resource Implications

The revised budget maintains the link with achieving the Operational Plan 2016/2017 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 27 June 2016.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Budgets were reviewed by the relevant budget manager.

Legal Implications (Statutory Basis, Legal Risks)

The budget review has been undertaken in accordance with Section 170(3) of *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

10.3 ICT***Officer's Reports***

No Report.

10.4 Human Resources (HR)***Officer's Reports*****10.4.1 HR - 2363232 - Arrangements regarding Christmas Closedown for 2017/18****Document Information**

IR No 2363232

Author Manager Human Resources

**Endorsed
By** Chief Executive Officer

Date 1 June 2017

Précis

Discussion regarding proposed Christmas Closedown for 2017 / 2018.

Summary

It is proposed to hold this year's South Burnett Regional Council's Christmas function in Kingaroy on Friday, 22 December 2017. It is open to all Council employees and all employees are encouraged to attend. It is requested that employees are not rostered to take RDO's on this Friday so they can attend the Christmas function. Employees who do not attend the Christmas function must remain at work until usual closing times – as the function is deemed to be part of Council business.

The Corporate Services department propose to close Council's Libraries and Customer Service Centres from 12:00pm Friday, 22 December 2017 and re-open on Tuesday, 2 January 2018.

It is also proposed to close other Council branches over the Christmas period from 12:00pm Friday, 22 December 2017 and re-open on Tuesday, 2 January 2018 with on-call and emergency staff to be rostered on over this period.

The operating hours for the region's Visitor Information Centres over the Christmas / New Year period are outlined below:-

Blackbutt Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Sun 9:00am to 3:00pm Closed - Christmas Day, Saturday Boxing Day, Boxing Public Holiday & New Year's Day
Kingaroy Visitor Information Centre <i>(Accredited)</i>	Hours: Mon-Fri 9:00am to 4:30pm Sat-Sun 10:00am to 4:00pm Closed - Christmas Day, Saturday Boxing Day, Boxing

	Public Holiday & New Year's Day
Murgon Visitor Information Centre (Accredited)	Hours: Mon-Sat 9:00am to 4:00pm Sun 10:00am to 1:00pm Closed - Christmas Day, Saturday Boxing Day, Boxing Public Holiday & New Year's Day
Nanango Visitor Information Centre (Accredited)	Hours: Mon-Fri 9:00am to 4:30pm Sat 10:00am to 4:00pm Sun 10:00am to 2:00pm Closed - Christmas Day, Saturday Boxing Day, Boxing Public Holiday & New Year's Day
Wondai Visitor Information Centre (Accredited)	Hours: Mon-Sun 9:00am to 4:00pm Closed - Christmas Day, Saturday Boxing Day, Boxing Public Holiday & New Year's Day

Officer's Recommendation

It is the Officer's recommendation that:

1. Council closes administration offices, depots and library facilities on Friday, 22 December 2017 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
 - Blackbutt – 11:30am
 - Kingaroy – 12:30pm
 - Murgon – 11:15am
 - Nanango – 11:45am
 - Proston – 11:15am
 - Wondai – 12:00pm
2. Council will generally be closed from midday Friday, 22 December 2017 and re-open on Tuesday, 2 January 2018.
3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period.
4. Council will advise employees to use leave accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

Financial and Resource Implications

Budget funds provided for the costs associated with the office and library closures.

Link to Corporate/Operational Plan

EXC3 A skilled and sustainable workforce

Communication/Consultation (Internal/External)

Advice of Christmas Closedown will be provided to the relevant Unions by Human Resources.

Human Resources will advise employees of the closedown via newsletter, email, payslip message, intranet and notices in depots etc.

Council will notify the community of the changes to opening times in local newspaper, on Council's website, social media and possibly via radio announcements.

Notices will also be placed in the Customer Service offices and locations in the weeks prior to the closedown.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2365068 - Reports for the Information of Council

Document Information

IR No 2365068

Author Executive Assistant

Date 6 June 2017

Précis

Reports received for the Information of Council.

Summary

List of correspondence pending completion of assessment report
Minutes of the Audit Committee Meeting held on Monday 22 May 2017
W4Q Grant Projects Report as at 31 May 2017
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

13. Confidential Section

No Report.

