



AGENDA

Infrastructure Standing Committee Meeting Wednesday, 11 August 2021

**I hereby give notice that a Meeting of the Infrastructure Standing
Committee will be held on:**

Date: Wednesday, 11 August 2021

Time: 9.00am

**Location: Warren Truss Chamber
45 Glendon Street
Kingaroy**

**Mark Pitt PSM
Chief Executive Officer**

Order Of Business

1	Opening	4
2	Leave of Absence / Apologies	4
3	Recognition of Traditional Owners	4
4	Declaration of Interest	4
5	Confirmation of Minutes of Previous Meeting	5
5.1	Minutes of the Infrastructure Standing Committee Meeting held on 7 July 2021	5
6	Portfolio – Roads & Drainage	14
6.1	Roads and Drainage Portfolio Report.....	14
6.2	Kingaroy Transformation Project Update.....	23
6.3	Haly Street Wondai Roundabout Community Consultation.....	30
7	Portfolio - LDMG, Water & Wastewater	41
7.1	Local Disaster Management, Water and Wastewater Portfolio Report	41
7.2	Adoption of Local Disaster Management Plan & Sub Plans	48
7.3	Wide Bay Burnett Regional Organisational of Councils Urban Water Technical Committee Dissoluton and Formation of Wide Bay Burnett Urban Water Alliance	265
7.4	National Water Infrastructure Development Fund (NWIDF) - Phase Two	272
7.5	Application to Supply Water Outside the Declared Water Area	277
7.6	Declared Water Supply and Sewerage Service Area Review 2021	313
8	Confidential Section	339
9	Closure of Meeting	339

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

- 1 OPENING**
- 2 LEAVE OF ABSENCE / APOLOGIES**
- 3 RECOGNITION OF TRADITIONAL OWNERS**
- 4 DECLARATION OF INTEREST**

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 MINUTES OF THE INFRASTRUCTURE STANDING COMMITTEE MEETING HELD ON 7 JULY 2021

File Number: 11-08-2021

Author: Executive Assistant

Authoriser: Chief Executive Officer

OFFICER'S RECOMMENDATION

That the Minutes of the Infrastructure Standing Committee Meeting held on 7 July 2021 be received.

ATTACHMENTS

- 1. Minutes of the Infrastructure Standing Committee Meeting held on 7 July 2021**



MINUTES

Infrastructure Standing Committee Meeting

Wednesday, 7 July 2021

Order Of Business

1	Opening	3
2	Leave of Absence / Apologies	3
3	Acknowledgement of Traditional Owners	3
4	Declaration of Interest	3
5	Confirmation of Minutes of Previous Meeting	3
5.1	Minutes of the Infrastructure Standing Committee Meeting held on 2 June 2021	3
6	Portfolio – Roads & Drainage	4
6.1	Roads and Drainage Portfolio Report.....	4
6.2	Black Spot Funding Program 2022/23.....	4
6.2.1	Speed Zone on Bunya Highway	4
6.3	Kingaroy Transformation Project Update.....	5
6.3.1	Question on Notice from the June Infrastructure Standing Committee Meeting - Kingaroy Transformation Project (KTP) Shared Zone	5
6.3.2	Question on Notice from the June Infrastructure Standing Committee Meeting - Kingaroy Transformation Project - Garden Beds	5
6.3.3	Questions on Notice - Kingaroy Transformation Project	5
7	Portfolio - LDMG, Water & Wastewater	7
7.1	Local Disaster Management, Water and Wastewater Portfolio Report	7
7.1.1	Report – Scope and Cost of Works to Connect Hivesville to Proston Rural Water Scheme	8
8	Questions on Notice	8
8.1	Questions on Notice	8
9	Confidential Section	8
10	Closure of Meeting	8

**MINUTES OF SOUTH BURNETT REGIONAL COUNCIL
INFRASTRUCTURE STANDING COMMITTEE MEETING
HELD AT THE WARREN TRUSS CHAMBER, 45 GLENDON STREET, KINGAROY
ON WEDNESDAY, 7 JULY 2021 AT 9.00AM**

PRESENT:**Councillors:**

Cr Brett Otto (Mayor), Cr Roz Frohloff, Cr Gavin Jones (Deputy Mayor), Cr Danita Potter, Cr Kirstie Schumacher, Cr Scott Henschen, Cr Kathy Duff

Council Officers:

Susan Jarvis (Acting Chief Executive Officer), Aaron Meehan (General Manager Infrastructure), Peter O'May (General Manager Community), James D'Arcy (Manager Infrastructure Planning), Kevin Searle (Manager Works), Tim Low (Manager Water & Wastewater), Donna Brown (Coordinator Infrastructure Support), Lynelle Paterson (Executive Assistant)

1 OPENING

The Mayor declared the meeting open.

2 LEAVE OF ABSENCE / APOLOGIES**LEAVE OF ABSENCE**

COMMITTEE RESOLUTION 2021/1

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That leave of absence be approved for the Chief Executive Officer, Mark Pitt.

CARRIED 7/0

3 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Cr Duff acknowledged the traditional custodians of the land on which the meeting took place.

4 DECLARATION OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 MINUTES OF THE INFRASTRUCTURE STANDING COMMITTEE MEETING HELD ON 2 JUNE 2021**

COMMITTEE RESOLUTION 2021/2

Moved: Cr Kathy Duff

Seconded: Cr Scott Henschen

That the Minutes of the Infrastructure Standing Committee Meeting held on 2 June 2021 be received.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0**6 PORTFOLIO – ROADS & DRAINAGE****6.1 ROADS AND DRAINAGE PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/3

Moved: Cr Gavin Jones

Seconded: Cr Roz Frohloff

That Councillor Jones's Road and Drainage Portfolio Report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0**6.2 BLACK SPOT FUNDING PROGRAM 2022/23**

COMMITTEE RESOLUTION 2021/4

Moved: Cr Kirstie Schumacher

Seconded: Cr Danita Potter

That the Committee Recommends to Council that:

Council nominate the following projects that address the Federal Government's road safety criteria:

- Youngman Street / King Street, Kingaroy;
- Coulson Street / Hart Street, Blackbutt;
- Bunya Highway / Kearneys Road / Kumbia Road, Kumbia;
- Bunya Mountains Road / Bunya Avenue, Bunya Mountains; and
- Meiers Road / Weens Road / West Street, Kingaroy.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0**6.2.1 SPEED ZONE ON BUNYA HIGHWAY**

COMMITTEE RESOLUTION 2021/5

Moved: Cr Danita Potter

Seconded: Cr Roz Frohloff

That the Committee recommends to Council

That South Burnett Regional Council write to the Department of Transport and Main Roads (DTMR) requesting that the 80km zone on the Bunya Highway be extended to include the Taylors Road / Meiers Road Intersection.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

Attendance:

At 9.59 am, General Manager Peter O'May left the meeting.

6.3 KINGAROY TRANSFORMATION PROJECT UPDATE

COMMITTEE RESOLUTION 2021/6

Moved: Cr Danita Potter

Seconded: Cr Gavin Jones

That Council note the attached Kingaroy Transformation Project Update report for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Danita Potter, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 7/0

6.3.1 QUESTION ON NOTICE FROM THE JUNE INFRASTRUCTURE STANDING COMMITTEE MEETING - KINGAROY TRANSFORMATION PROJECT (KTP) SHARED ZONE

Mayor Otto requested an update on the question on notice from the June Infrastructure Standing Committee in relation to written correspondence from the Department of Infrastructure confirming whether or not the KTP shared zone is able to be removed without breaching the funding agreement?

General Manager Aaron Meehan advised it is anticipated that this information can be provided at the July General Meeting, to be presented with the Shared Zone Report.

6.3.2 QUESTION ON NOTICE FROM THE JUNE INFRASTRUCTURE STANDING COMMITTEE MEETING - KINGAROY TRANSFORMATION PROJECT - GARDEN BEDS

Mayor Otto requested an update on the question on notice from the June Infrastructure Standing Committee in relation to the number of carparks that are being lost due to garden beds (as against road safety).

General Manager Aaron Meehan advised that zero (0) parking spaces have been lost to include garden beds within the Kingaroy Transformation Project. Garden Beds are located in areas where parking has been removed for road and pedestrian safety.

6.3.3 QUESTIONS ON NOTICE - KINGAROY TRANSFORMATION PROJECT

Questions on Notice from Mayor Otto:

1. In light of recent media reports, could you please confirm for the committee and the community the total number of car parks being lost due to the KTP, I believe it is 97, however would like this confirmed;
2. Please advise the number of car park losses for each of the following streets:
 - a. Alford Street;

-
- b. Kingaroy Street;
 - c. Haly Street;
 - d. Glendon Street.
3. As asked at previous CCRG discussions, have all of the business owners in the CBD been fully informed as to the exact locations of the car park losses?
 4. Can the committee be provided with a detailed map showing the exact location of the car parks being lost, all of the design documents that I have viewed to date from council's website and also from previous meetings show the PWD and seniors parks etc, however I am having trouble identifying the precise location of the existing parking spaces that are being removed.

General Manager Infrastructure advised the following:

1. The total number of car parks lost is 99
2. The 99 parking losses from the Current Design will occur in the following sections:

Alford St - Youngman St to Short St (extent) 31 lost in total

	15
Alford St - Youngman to Glendon	lost
Alford St - Glendon to Kingaroy	0 lost
	16
Alford St - Kingaroy to Short (extent)	lost

Kingaroy St - Haly St to Courthouse (extent) 14 lost in total

	11
Kingaroy St - Haly to Alford	lost
Kingaroy St - Alford to Courthouse (extent)	3 lost

Haly St - Youngman to Kingaroy St (extent) 26 lost in total

Haly St - Youngman to Glendon	6 lost
	20
Haly St - Glendon to Kingaroy	lost

Glendon St - Haly St to Alford St 28 lost in total

	13
Glendon St - Haly to Circular PI (north)	lost
Glendon St - Shared Area	4 lost
	11
Glendon St - Circular PI (south) to Alford	lost

3. All businesses have been offered the design pack, the KTP team is currently consulting with all businesses around parking and inclusivity. All businesses will receive a copy of the fact sheet and parking maps indicating losses and displayed on Council's website. Further project information will be distributed to businesses in coming weeks.
4. Updated Map dated 06/07/21 received and noted by Council.

ADJOURN MORNING TEA

COMMITTEE RESOLUTION 2021/7

Moved: Cr Brett Otto

Seconded: Cr Scott Henschen

That the meeting adjourn for morning tea.

CARRIED 6/0**RESUME MEETING**

COMMITTEE RESOLUTION 2021/8

Moved: Cr Brett Otto

Seconded: Cr Gavin Jones

That the meeting resume at 11.10am with Cr Potter being absent.

CARRIED 6/0**7 PORTFOLIO - LDMG, WATER & WASTEWATER****7.1 LOCAL DISASTER MANAGEMENT, WATER AND WASTEWATER PORTFOLIO REPORT**

COMMITTEE RESOLUTION 2021/9

Moved: Cr Roz Frohloff

Seconded: Cr Scott Henschen

That Councillor Frohloff's Local Disaster Management, Water and Wastewater Portfolio report to Council be received for information.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy DuffAgainst: Nil**CARRIED 6/0**

7.1.1 REPORT – SCOPE AND COST OF WORKS TO CONNECT HIVESVILLE TO PROSTON RURAL WATER SCHEME

COMMITTEE RESOLUTION 2021/10

Moved: Cr Kathy Duff

Seconded: Cr Roz Frohloff

That a report be brought back to the August Standing Committee Meeting outlining the scope and cost of works to connect the remaining properties in the village of Hivesville to the Proston Rural Water Scheme.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

8 QUESTIONS ON NOTICE

8.1 QUESTIONS ON NOTICE

COMMITTEE RESOLUTION 2021/11

Moved: Cr Scott Henschen

Seconded: Cr Kathy Duff

That the responses to the questions raised be received and noted.

In Favour: Crs Brett Otto, Roz Frohloff, Gavin Jones, Kirstie Schumacher, Scott Henschen and Kathy Duff

Against: Nil

CARRIED 6/0

9 CONFIDENTIAL SECTION

10 CLOSURE OF MEETING

The Meeting closed at 11.41am.

The minutes of this meeting were confirmed at the Infrastructure Standing Committee Meeting held on 11 August 2021.

.....
CHAIRPERSON

6 PORTFOLIO – ROADS & DRAINAGE

6.1 ROADS AND DRAINAGE PORTFOLIO REPORT

File Number: 11-08-2021

Author: General Manager Infrastructure

Authoriser: Chief Executive Officer

PRECIS

Roads and Drainage Portfolio Report

SUMMARY

Councillor Jones presents his Roads and Drainage Portfolio to Council.

OFFICER'S RECOMMENDATION

That Councillor Jones's Road and Drainage Portfolio Report to Council be received for information.

BACKGROUND

N/A

ATTACHMENTS

1. **Roads and Drainage Portfolio Report** [↓](#) 

ROADS AND DRAINAGE PORTFOLIO REPORT

The following are Current / Planned Works for August

Capital Works

Name	Description	Expected Start Date	Expected Completion Date
Bramston Street, Wondai	Kerb and channel upgrade	June	August
Kingaroy Transformation Project	Kingaroy CBD upgrade.	January 2021	October 2022
Williams Road, Benarkin	Upgrade from unsealed to sealed standard.	June	August

Gravel Resheeting

Name	Description	Expected Start Date	Expected Completion Date
Bunya Highway	Shoulder Resheeting between Wondai and Murgon	July	August
Cobbs Hill Road, Sunny Nook	Gravel Resheeting	August	September
Haydens Road, Booie	Gravel Resheeting	August	September
Hazeldean Road, South Nanango	Shoulder Resheeting	August	September
Mount Wooroolin Road,	Gravel Resheeting	August	September

Patrol Grading

Locality	Description	Expected Start Date	Expected Finish Date
Benair	Strongs Road, Reedy Creek Road	August	August
Booie	McIlhatton Road, Goldsworthy Road, McAuliffes Road, Booie Crawford Road, Harchs Road, Booie Road, Nystrom Road, Mount Hope Road, Perrett Road	August	August
Chelmsford	Red Hill Road	August	August
Cushnie	McAllisters Road	August	August
Dangore	Wilsons Road, Schuberts Road, Wyuna Road	August	August
Fairdale	Baker Road	August	August
Ficks Crossing	Mollenhauers Road, Iszlaub Road, Jarvis Road, Ficks Crossing Road	August	August

Glan Devon	Mondure Crossing Road	August	August
Greenview	Rex Schultz Road, Lower Red Hill Road, Jorgensens Road	August	August
Hivesville	Oberles Road	August	August
Hodgleigh	Wittman Road, Robin and Lee Road, Cooper Road	August	August
Kumbia	Dicks Road, Hays Road, Roberts Road, Enderby Street, Francis Road, Maize Company Road, Collier Street, Janetzki Street	August	August
Mannuem	Johnstons Road, Glenrock Road, Wolskis Road, Hancocks Road, McMurdys Road	August	August
Sandy Ridges	Glenmore Road, Gentry Road West, Broadwater Access Road, Prydes Road	August	August
Wheatlands	Harms Road, Kerkow Road, Flats Road, Kinne Road, Wheatlands Loop Road	August	August
Wondai	Racecourse Road, Cherbourg Road, Lysdale Road, Simpson Road, Ryans Road, Mackenzie Street, Day Lane	August	August
Wyalla	Pleystowe Road	August	August

Roadside Slashing / Boom Mowing

The slashing programme has generally been completed for the road network. Current focus is working on the state-controlled road network and specific defect slashing on Council's road network.

The slashing program is to recommence in late September depending on weather conditions.

Completed Works for Noting – from 15 June 2021**Capital Works**

Name	Description
Alford Street, Kingaroy	Kerb and channel upgrade
Blackbutt Pedestrian Bridge Replacement	Replace timber bridge across Taromeo Creek.
Byee Road, Wheatlands	Widen, seal and overlay between Flats Road and Mondure Wheatlands Road.
Cobb Street, Murgon	Kerb and channel upgrade
Gipps Street, Nanango	Kerb and channel upgrade.
Haly Street, Kingaroy	Construction of a footpath from Jarrah Street to Fisher Street.
Murgon High School Pedestrian Refuge	Upgrade of school pedestrian facilities
Nanango Pedestrian Bridge Replacement	Replace timber bridge near Nanango State School.
Town & Village Entry Signs	Installation of New Entry Signs for Towns and Villages.
State Controlled Roads - Vegetation Clearing	Various sections of roads.

Gravel Resheeting

Name	Description
Harchs Road	Gravel Resheet
Johnstown Road	Gravel Resheet
Lucas Road	Gravel Resheet
Morris Road	Gravel Resheet
Memerambi Gordonbrook Road	Formation Grading and Shoulder Grading
Nystrom Road	Gravel Resheet
Oberles Road	Gravel Resheet

Patrol Grading

Locality	Description
Ballogie	Lawson Road, Underwoods Road, Walkers Road
Barker Creek Flat	Paige Road
Booie	Kahler Road, Pates Road, Smith Road, Wittman Road
Boyneside	Red Tank Road
Brooklands	Brooklands Peron Road

Bullcamp	Bullcamp Road
Chahpingah	Bassingthwaites Road, Bayliss Road, Burra Burri Road, Burrandowan Homestead Road, Freshwaters Road
Chelmsford	Jacksons Road
Coolabunia	Reagon Road
Coverty	Glencoe Road
Cushnie	Andersons Road
Durong	Arthurs Lane, Jacksons Road
East Nanango	Brights Road, Mercer Springate Road, Mt Stanley Road, Snowys Knob Road
Glan Devon	Heights Road, Lanigan Road
Glenrock	Schmidhausers Road
Hodgleigh	Ballin Road, Boardman Road, Boardman Road, Coolabunia Malar Road, Hodgleigh North Road, Roberts Road, Sawtell Road
Inverlaw	Barrons Road
Ironpot	Benjamins Road, Greystonlea Road, Ironpot Road, Jarail Road, Jumma Road, McGills Road, Sarum Road
Kawl Kawl	Kawl Kawl Road
Keysland	Dip Road, Monteith Road, Steinhardts Road
Marshlands	Paddys Road
Mondure	Farrers Road, Marjorie Lane, Russell Lane, WSF Ramke Road
Mount McEuen	Hoffmanns Road, Mt McEuen Road, The Bluff Road
Murgon	Gessler's Road
Nanango	Cafferys Road, Old Rifle Range Road
Silverleaf	Beers Road, Gueena Lane
South East Nanango	McCauley Weir Road, Oaky Creek Road
South Nanango	Durrant Road, Old Yarraman Road
Stonelands	Etheringtons Road, Kilrush Road, Stonelands Road, Webbers Road
Tarong	Pincotts Lane, Tarong Railway Road
Wattle Camp	Memerambi Barkers Creek Road
Wooroonden	Freemans Road, Reidys Road, Remingtons Road
Shoulder Grading	Description
Booie	Malar Road, Hillsdale Road
Coolabunia	Petersen Drive, Coolabunia Road

Roadside Slashing / Boom Mowing

Locality	Description
Alice Creek	Glenclyffe Road
Ballogie	Th Burns Road
Booie	Malar Road
Brooklands	Brooklands Pimpimbudgee Road, Forest View Drive, Kumbia Road
Chahpingah	Burra Burri Road, Freshwaters Road, Hodges Dip Road
Charlestown	Tingoora Charlestown Road, Transmitter Road, Weckers Road
Chelmsford	Old Chelmsford Road, Red Hill Road
Coolabunia	Mary Street, Peterson Drive, Royles Road, Sommerfelds Lane, West Coolabunia Road
Cushnie	Birds Road, Cushnie Road, Olsens Road
Durong	Hoares Boundary Road
East Nanango	Diggings Road, Greenwood Creek Road
Ellesmere	Acacia Drive, Hilltop Drive, Lilian Avenue, Parker Road, Pauls Parade
Fairdale	Springs Road
Goodger	Goodger Kunioon Road
Gordonbrook	Oakdean Road
Haly Creek	Ellesmere Road, Flagstone Creek Road, Haly Creek Road
Hodgleigh	Bellbird Road, Semgreens Road
Kingaroy	Barron Park Drive (South)
Kumbia	Janetzki Street, Kearneys Road
Memerambi	Quarry Road, Recreation Drive
Mondure	Mondure Road
Mount McEuen	Mt McEuen Road
Nanango	Behs Road, George Street, Templetons Road
South East Nanango	Hamilton Road, Muir Drive, Old Esk North Road
South Nanango	Anderson Road, Berlin Road, Hazeldean Road, Hohnke Road, Izzards Road, Nanango Neumgna Road, Old Yarraman Road, Pitts Road, Tom Smith Drive
Taablinga	Edenvale South Road, Geoff Ralph Drive
Tingoora	Tingoora Chelmsford Road, Tingoora Loop Road
Wattle Grove	Minmore Road, Wattlegrove Road
Wondai	Greenview Road, Lysdale Road, Wondai Charlestown Road
Wooroolin	Cants Road, Denmark Road, Dunfords Road, East Wooroolin Road (Northbound), Logans Road, Sportsground Road, Wellers Road, West Wooroolin Road

Rural Road Nanango – Upgrade to Bitumen Sealed Standard, Completed



Blackbutt Pedestrian Bridge – Taromeo Bridge Upgrade



Alford Street, Kingaroy – Kerb Replacement and Bitumen Reseal, Completed



6.2 KINGAROY TRANSFORMATION PROJECT UPDATE**File Number:** 11-08-2021**Author:** General Manager Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Kingaroy Transformation Project Update

SUMMARY

At March's Infrastructure Standing Committee, it was requested that monthly updates on the Kingaroy Transformation Project be presented to future Infrastructure Standing Committees.

OFFICER'S RECOMMENDATION

That Council note the attached Kingaroy Transformation Project Update report for information.

BACKGROUND

Refer to the attached Kingaroy Transformation Project Update report.

ATTACHMENTS

1. Kingaroy Transformation Project Update [↓](#) 

KINGAROY TRANSFORMATION PROJECT UPDATE

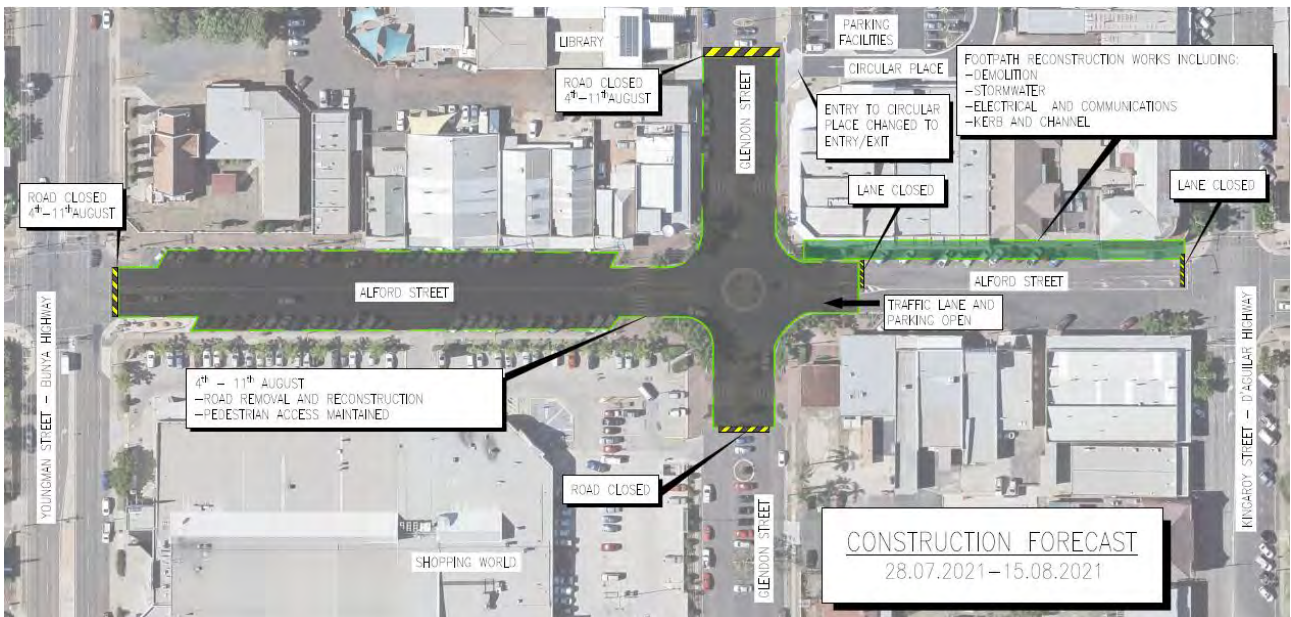
Construction Progress and Budget Update

July and the first week of August has been a very progressive period for the Kingaroy Transformation Project. Construction of footpaths and new pedestrian crossings have been constructed at the Glendon Street roundabout and this work is currently in its final stages on the southern approaches. Council's Parks and Gardens teams have worked with great pride and enthusiasm to install the first series of plantings on Alford Street and these works have already created a new inspired look for the Kingaroy CBD.

The program is currently tracking behind by approximately five (5) weeks as previously however works have progressed along Alford Street between Glendon and Kingaroy Streets with commencement of demolition and installation of telco utilities on the northern side. Works have also commenced with the profiling of road pavement and new asphalt in Alford Street will be completed in August over a seven (7) day period, significantly reducing the time of traditional road construction in a CBD environment. The program is currently being revised for acceleration and additional contract resources are currently being engaged during August to assist in bringing delivery back to targets. Night works have also commenced in Haly Street for water main works are already progressing ahead of schedule.



Map of Works Undertaken



Alford Street (Youngman – Glendon) Construction Progress

Estimated Construction Progress										
% complete	10	20	30	40	50	60	70	80	90	100
Site Establishment & Prelims'										
Provision for Traffic										
Demolition										
Environmental										
Project Support										
Stormwater Drainage										
Kerb and Channel										
Footpaths and Concrete works										
Earthworks										

Water & RW Water Main										
Pavements										
Surfacing & Line Marking										
Street Furniture										
Landscaping (Hard and Soft)										
Signage										
Traffic Signals / CCTV										
Electrical / Comms										
Telstra Pit replacement										
Street Lighting Relocation and Removal										
Feature Lighting										
Street Lighting										
Irrigation										

Alford Street (Glendon – Kingaroy) Construction Progress

Estimated Construction Progress										
% complete	10	20	30	40	50	60	70	80	90	100
Site Establishment & Prelims'										
Provision for Traffic										
Demolition										
Environmental										
Project Support										
Stormwater Drainage										
Kerb and Channel										
Footpaths and Concrete works										
Earthworks										
Water & RW Water Main										
Pavements										
Surfacing & Line Marking										
Street Furniture										
Landscaping (Hard and Soft)										
Signage										
Traffic Signals / CCTV										
Electrical / Comms										
Telstra Pit replacement										
Street Lighting Relocation and Removal										
Feature Lighting										
Street Lighting										
Irrigation & Planting										

The above tables represents the estimated physical progress of each construction item for Alford Street.

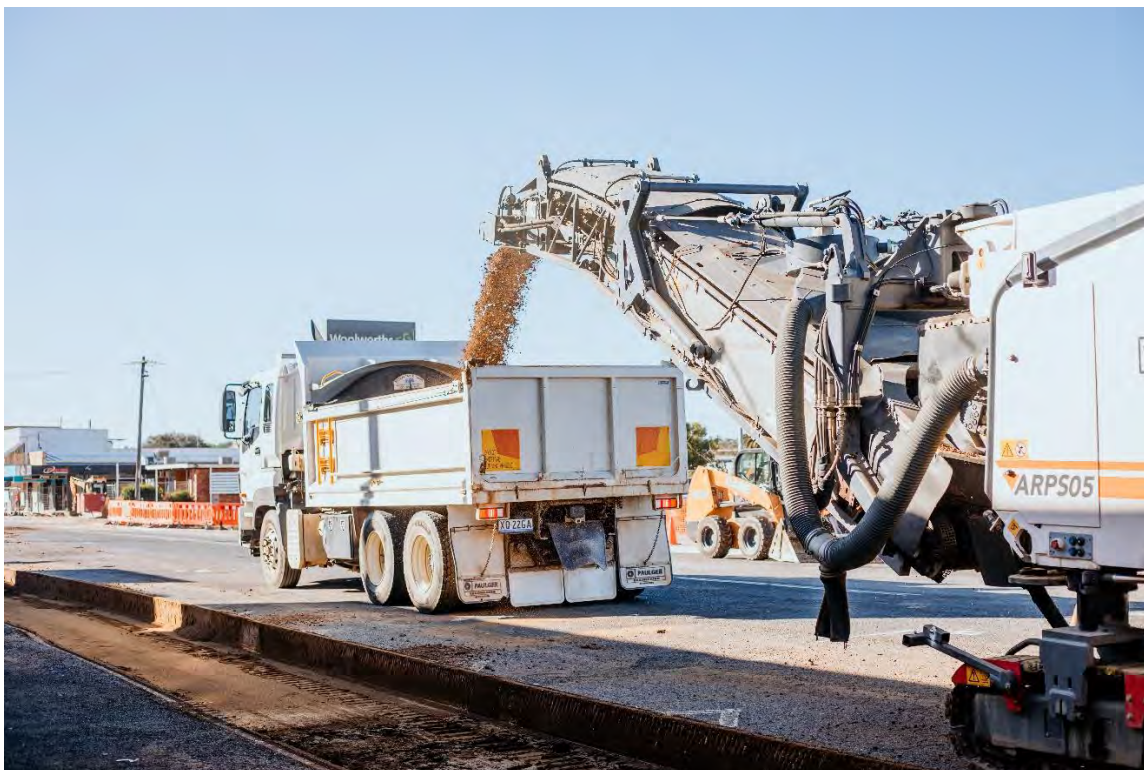
Expenditure and Budget Summary

Current stage by stage expenditure to 4 August 2021 actuals and includes current estimated final cost (EFC) and budget is shown in the table below:

Item	1 Haly St - Youngman Glendon	2/3 Haly St - Glendon Kingaroy	4 Glendon inc Shared Zone	5 Kingaroy St - Haly to Alford	6 Alford St - Youngman to Glendon	7/8 Alford St - Glendon to Short	Totals
Expenditure							
Actual Exp	\$ 337,840.00	\$ 317,679.00	\$ 109,536.00	\$ 211,528.00	\$ 1,333,838.00	\$ 987,364.00	3,545,987.29
EFC	\$ 2,077,011.00	\$ 3,599,494.00	\$ 1,145,752.00	\$ 1,951,591.00	\$ 2,052,606.63	\$3,814,580.00	\$ 14,641,034.63
EFC %	100%	100%	100%	100%	105%	100%	
Budget							
Estimate inc O/H	\$ 2,077,011.00	\$ 3,599,494.00	\$ 1,145,752.00	\$ 1,951,591.00	\$ 1,952,871.00	\$3,814,580.00	\$ 14,541,299.00
Conting'y					\$ 99,735.63		\$ 698,149.37
Total #							\$ 15,339,184.00

* the above budget now includes DTMR corridor and allocation of \$1.5M. The total Council budget remains \$13.9M. The current Council EFC is \$13.2 with the full allocation of the contingency funds from Contract six (6).

* A full allocation of \$99,735.63 of contingency has been nominated for contract six (6) to with anticipated costs associated with lower construction efficiencies attributed to the initial learning phases of complex construction; This amount also includes the previously reported additional Traffic Signal works at the intersection of Alford and Youngman Streets. This value and forecast will continue to be reviewed as actual costs are reviewed.



Project Risks and Variations

As previously reported material supply continues to be a challenge with lead times changing regularly as is being experienced across many industries, particularly with the latest Covid-19 challenges. Works over August are currently being undertaken with excellent support from suppliers and contractors to ensure that works continue productively.

The project management team have been working with Council's procurement team to seek additional local suppliers and contractors however, as is the case with other projects, capacity is limited with a large volume of works being undertaken across our region.

Some impact to business has been incurred due to road and footpath closures and the project team has had discussions with business owners in relation to traffic flow impacts due to road closures which have been reviewed and appropriate community engagement implemented to promote the businesses. The project team in partnership with the Divisional Councillors have committed a large amount of both work and personal time to engage with the community and businesses within the CBD. This engagement has been received positively and will continue over the coming weeks and months to ensure that two way communication supports both businesses and the project.

Forward Program

Works are planned to continue in Alford Street (Youngman – Glendon Street) for the completion of the road pavement, surfacing and construction of the Glendon Street roundabout. Demolition, installation of storm water and conduits are currently under construction in Alford Street (Glendon – Kingaroy). Footpath works will also commence in this area during August following the completion of the roundabout. Haly Street construction has also commenced with water main and services to be installed during August and are expected to be completed largely under night works.

Works are shown on the previous map in the report and will continue in these areas through August as above.

Key Milestone Activity Dates:

- Glendon Street Roundabout completed by August 2021;
- Alford Street Road Construction completed by August 2021;
- Water main Haly Street completed by September 2021;

Forward programs are subject to amendments to adjust to funding and construction constraints with ability to fast track some works if required and by engaging additional resources.

Consultation and Communications Update

Consultations:

- Project advice books have been developed to inform businesses on construction impacts;
- New signage developed advising "Footpath open- Support Small Business", "Please limit long-term parking during construction" and pedestrian direction signage;
- Scheduled visits continue to occur with Divisional and Portfolio Councillors;
- Project consultation with new business within the project footprint ;
- Regular contact with Alford Street businesses regarding scheduling and impacts;
- Haly Street businesses consulted regarding night works;

- Regular consultation with Kingaroy Shopping World; and
- Councillor video recorded – Pedestrian movement during construction and parking access during construction.

Martoo Review

- Parking access during construction (Independent)

KTP Office Walk-ins

- Over 200 walk-ins so far over the duration of the project

Community Spaces Consultations

- *Week 1 (10-13 August): Kingaroy Shopping World and Community Groups;*
- *Week 2 (16-20 August): Kingaroy Library, on-street pop up's and individuals by appointment; and*
- *Week 3 (23-27 August): Kingaroy Library, Community Groups.*

Common Themes

- Pedestrians movement feedback;
- Façade Improvements;
- Construction sequence and timelines;
- Staff parking on street; and
- George Street Carpark.

6.3 HALY STREET WONDAI ROUNDABOUT COMMUNITY CONSULTATION**File Number:** 11-08-2021**Author:** Personal Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Haly Street Wondai Roundabout Community Consultation

SUMMARY

The Haly Street, Wondai roundabout is to be upgraded and community consultation is sought to enable the project to be further advanced and presented to a future Council Meeting.

OFFICER'S RECOMMENDATION

That the Committee recommend to Council:

That Council note the design material and commence public consultation on the Haly Street roundabout with the Wondai community.

BACKGROUND

Infrastructure Planning have undertaken pre-design consultation with Councillors and members of the community. During preliminary design, multiple options have been developed for the Wondai Roundabout requesting low maintenance outcomes, whilst connecting it with the history of Wondai. The material has been preliminarily tabled at a Wondai Business Networks breakfast to gauge interest and to provide design feedback to further develop the project for community consultation.

The next round of consultation will be undertaken in mid August through to early September with the feedback to be presented and reported at a future Council Meeting.

ATTACHMENTS

1. **Concept Plan - Revision G**  

YOUNGMAN STREET MEDIANS & RIVER ROAD ROUNDABOUT PLUS WONDAI ROUNDABOUT IMPROVEMENTS

YOUNGMAN STREET VISION

To provide landscape treatments that reflect the materials and style of Kingaroy and reflect the regional uniqueness within the South Burnett.



Existing Roundabout at River Road and Youngman Street, Kingaroy



Existing Roundabout at Haly Street and Scoll Street, Wondai

WONDAI VISION

To provide landscape treatments that reflect the materials and style of Wondai including a representation of the town's annual garden expo event.

YOUNGMAN STREET DESIGN INTENT

- Provide a landscape treatment at River Road that reflects the D'Aguiar Highway entry roundabout in material and form.
- Provide a landscape treatment that signifies the entry to the town and reflects the towns character.
- Include tree median planting to help 'cool the street' and provide a leafy appeal.
- Use materials and colour palette to reflect Kingaroy and reference the Kingaroy Transformation Project palettes.
- Provide a solution that is functional, attractive and relatively low maintenance requirements.

INSPIRATION

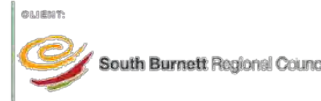


WONDAI DESIGN INTENT

- Provide a landscape treatment that provides a subtle entry statement as the point where through traffic enters the town centre.
- Provide a landscape treatment that works with existing infrastructure whilst beautifying this nodal point in the town.
- Include materials that reflect the town's character including Timber (close to the timber museum) and garden plants that represent the garden expo.
- Provide a solution that is functional, attractive and relatively low maintenance requirements.

YOUNGMAN STREET MEDIAN IMPROVEMENTS LANDSCAPE CONCEPT

PO BOX 1648, Buddina, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedge.com.au www.greenedge.com.au



PAGE: 01
DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE



HALY STREET & SCOTT STREET ROUNDABOUT OPTION 1 - PLAN
 scale: 1:200 @ A3

SCALE 1:200 @ A3 0m 10m 20m

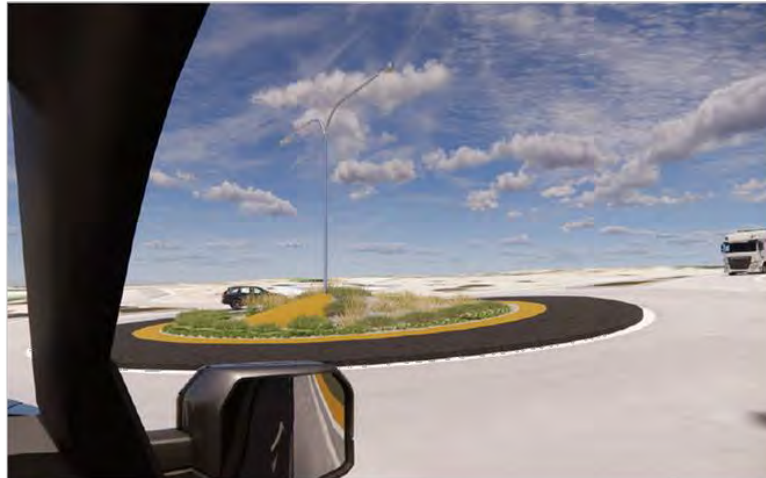
YOUNGMAN STREET MEDIAN IMPROVEMENTS
 LANDSCAPE CONCEPT

PO BOX 1046, Buddha, Sunshine Coast, QLD 4878 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au



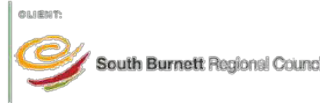
PAGE: 19
 DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

HALY STREET & SCOTT STREET (BUNYA HWY) ROUNDABOUT VIGNETTE IMAGES -OPTION 3



YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddina, Sunshine Coast, QLD 4878 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au



PAGE: 20

HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 3



HALY STREET & SCOTT STREET ROUNDABOUT LOOKING SOUTH TOWARDS THE ART GALLERY

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddha, Sunshine Coast, QLD 4878 T: 07 5408 4677 E: admin@greenedge.com.au www.greenedge.com.au

CLIENT:
 South Burnett Regional Council

 **GREENEDGE DESIGN**
creative thinking | design edge
Landscape Architecture | Urban design | Master Planning | Environmental
DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

PAGE: 21
21

HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 3



HALY STREET & SCOTT STREET ROUNDABOUT LOOKING EAST

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddha, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedge.com.au www.greenedge.com.au



PAGE: 22



HALY STREET & SCOTT STREET ROUNDABOUT OPTION 1 - PLAN
 create: 12/08/20

SCALE 1:200 @ A3 0m 10m 20m

YOUNGMAN STREET MEDIAN IMPROVEMENTS
 LANDSCAPE CONCEPT

PO BOX 1040, Buddha, Sunshine Coast, QLD 4878 T: 07 5498 4677 E: admin@greenedge.com.au www.greenedge.com.au



CLIENT:



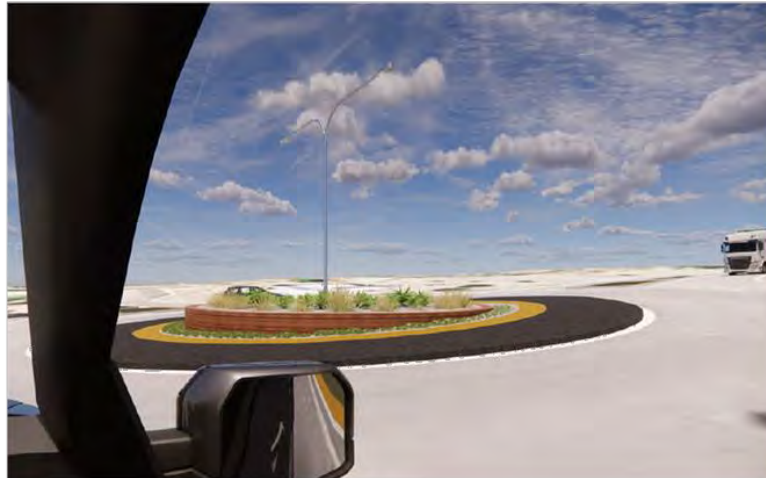
GREENEDGE DESIGN
 creative thinking | design edge
 Landscape Architecture | Urban design | Master Planning | Environmental

DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

PAGE: 23

ISSUE: 02

HALY STREET & SCOTT STREET (BUNYA HWY) ROUNDABOUT VIGNETTE IMAGES -OPTION 4



YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddina, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedgeadn.com.au www.greenedgeadn.com.au

CLIENT:  South Burnett Regional Council

 **GREENEDGE DESIGN**
creative thinking | design edge
Landscape Architecture | Urban design | Master Planning | Environmental

DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

PAGE: 24

HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 4



HALY STREET & SCOTT STREET ROUNDABOUT LOOKING SOUTH TOWARDS THE ART GALLERY

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddha, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedge.com.au www.greenedge.com.au

CLIENT:
 South Burnett Regional Council

 **GREENEDGE DESIGN**
creative thinking | design edge
Landscape Architecture | Urban design | Master Planning | Environmental
DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

PAGE: 25
ISSUE: 02

HALY STREET & SCOTT STREET ROUNDABOUT, WONDAI - ARTIST IMPRESSION - OPTION 4



HALY STREET & SCOTT STREET ROUNDABOUT LOOKING EAST

YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1040, Buddha, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedge.com.au www.greenedge.com.au



Page: 26

DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

PLANT SPECIES IMAGES



PLANT SPECIES LIST

Botanical Name	Common Name	Tree for Median	Tree in Roundabout	Planting in Median	Feature Planting (Roundabouts)
TREES					
<i>Anacardium cuneiforme</i>	Hoop Pine		*		
<i>Buchinghamia coccinea</i>	Irony Cud	*			
<i>Quercus amara</i>	Tuckeroo		*		
<i>Elaeagnus reticulata</i>	Blusherry Ash		*		
<i>Elaeagnus reticulata 'Prima Donna'</i>	Prima Donna Blusherry Ash	*			
<i>Haplaria hii</i>	Burnt-Leaved Tulip		*		
<i>Walteria lucida 'Luscious'</i>	Water Gum	*			
SHRUBS					
<i>Agave americana</i>	Agave				*
<i>Escallonia 'Pink Ella'</i>	Escallonia 'Pink Ella'				*
<i>Grevillea 'Jennifer Joy'</i>	Grevillea 'Jennifer Joy'		*		*
<i>Lavandula dentata</i>	French Lavender			*	*
<i>Leptospermum scoparium</i>	Broom Yea-Tree			*	*
<i>Malva sylvestris 'Claret Tips'</i>	Honey Myrtle		*		*
<i>Rosmarinus officinalis</i>	Rosemary			*	*
<i>Westringia 'Woolly Gem'</i>	Coastal Rosemary			*	*
GROUNDCOVERS & CLIMBERS					
<i>Banksia spinulosa var. collina</i>	Birthday Candle (Florists Banksia)		*		*
<i>Carex appressa</i>	Tall Sedge		*		*
<i>Citrysocephalum apiculatum</i>	Yellow Buttons		*		*
<i>Citrum fasciculatum</i>	Darling Lily		*		*
<i>Cleome grandiflora</i>	Fortnight Iris		*		*
<i>Erremophila divaricata</i>	Emu Bush		*		*
<i>Grevillea 'Climax Cascade'</i>	Grevillea Groundcover		*		*
<i>Hardenbergia violacea</i>	False Bittersweet		*		*
<i>Hibiscus parviflorus (prostrate form)</i>	Willow Hibiscus		*		*
<i>Lomandra confertifolia</i>	Mat Rush		*		*
<i>Lomandra filix 'Jiff'</i>	Lime Tall Mat Rush		*		*
<i>Paspalum lepidophyllum</i>	Broom Yea (Climber)		*		*
<i>Poa labillardieri 'Estate'</i>	Tussock Grass		*		*
<i>Tibouchina violacea</i>	Society Garlic		*		*

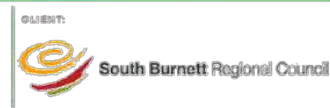
- Planting is low maintenance with a no fines concrete mulch surround.
- Roundabout planting in the roundabout may include gravel or hoop pine mulch.

MATERIALS PALETTE



YOUNGMAN STREET MEDIAN IMPROVEMENTS
LANDSCAPE CONCEPT

PO BOX 1646, Boddin, Sunshine Coast, QLD 4878 T: 07 5418 4677 E: admin@greenedgedesign.com.au www.greenedgedesign.com.au



PAGE: 27
DATE: 31.08.2021 PROJECT: 21000 FINAL ISSUE

7 PORTFOLIO - LDMG, WATER & WASTEWATER**7.1 LOCAL DISASTER MANAGEMENT, WATER AND WASTEWATER PORTFOLIO REPORT****File Number:** 30-07-2021**Author:** Personal Assistant Infrastructure**Authoriser:** Chief Executive Officer**PRECIS**

Local Disaster Management, Water and Wastewater Portfolio Report

SUMMARY

Councillor Frohloff presented her Local Disaster Management, Water and Wastewater Portfolio Report to Council.

OFFICER'S RECOMMENDATION

That Councillor Frohloff's Local Disaster Management, Water and Wastewater Portfolio report to Council be received for information.

BACKGROUND

N/A

ATTACHMENTS

1. **Local Disaster Management, Water and Wastewater Portfolio Report** [↓](#) 

LOCAL DISASTER MANAGEMENT GROUP UPDATE

The Local Disaster Management Group continues to monitor the current COVID-19 situation and will provide support to QLD Health and Queensland Police Service as requested.

Council's Disaster Management Team and the LDMG collaboratively embarked on a journey to redevelop the LDMP and sub plans to deliver modern, informative, understandable, succinct and practical plan. The LDMP will also become an interactive plan which will be located on Council's website.

The new LDMP and sub plans meet the requirements of legislation, regulations, guidance and frameworks associated with the Queensland Disaster Management Arrangements (QDMA).

The plan consists of disaster management philosophy which embraces prevention, preparedness, response and recovery procedures. It identifies strategies for disaster resilience and supports the Get Ready Queensland and Get Ready South Burnett messages.

Every region is susceptible and at risk of local and major disaster events. The plan will provide Council the arrangements to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

Strategic linkages to Disaster Management are included in the SBRC Corporate Plan 2021-26 under the priority area of Enhancing Liveability and Lifestyle (EC15 – Continue to provide proactive support to the LDMG).

WATER & WASTEWATER BRANCH PORTFOLIO REPORT

The following are current/planned works
 Updated as of 29/07/2021

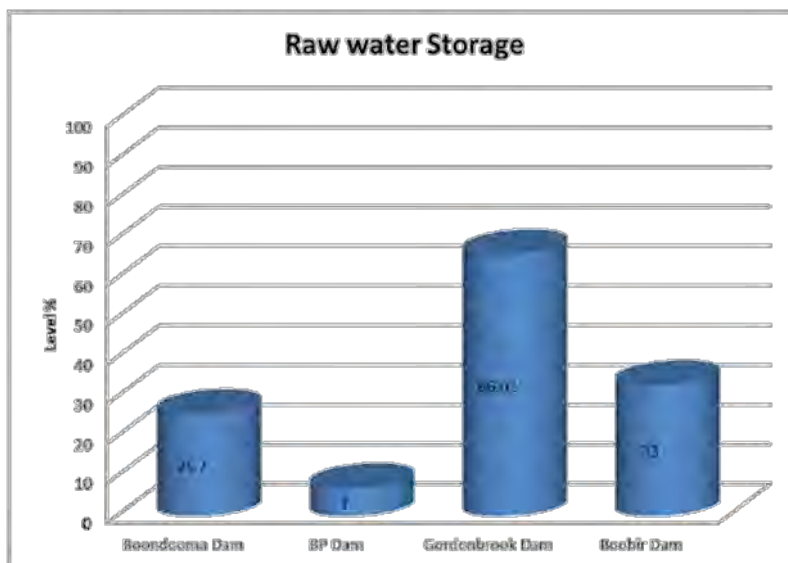
Capital Works 21/22 and Current Water Main Replacements

Name	Description	Expected Start	Expected Completion
KTP	Haly St, 200mm dia water main replacement.	July 2021	Feb 2022
SCADA and Cyber Security Updates	Replace existing SCADA to regionalise system	July 2020	June 2021

All other 21/22 CapEx works are under planning.

Restriction & Dam Levels at 29/7/2021

All towns remain on level three (3) Water Restrictions.



Sunwater supply scheme	Water storage	Schemes supplied	FSL (m)	Current level	F5 Volume (ML)	Current Volume (ML)	Current capacity (%)	High Priority water Allocation	Medium Priority Allocation
Boyne River & Tarong	Boondooma Dam	Boondooma Scheme, Proston Rural scheme, Kingaroy, Blackbutt	280.4	265.81	204,200	52,459	25.7	100%	0%
Barker Barambah	BP Dam	Wondai, Murgon	307.3	293.5	134,900	9,470	7	100%	0%
	Gordonbrook Dam	Kingaroy	291.5	300.41	6,800	4,357	66.62	N/A	N/A
	Boobir Dam	Blackbutt	434	430.2	170	50	33	N/A	N/A

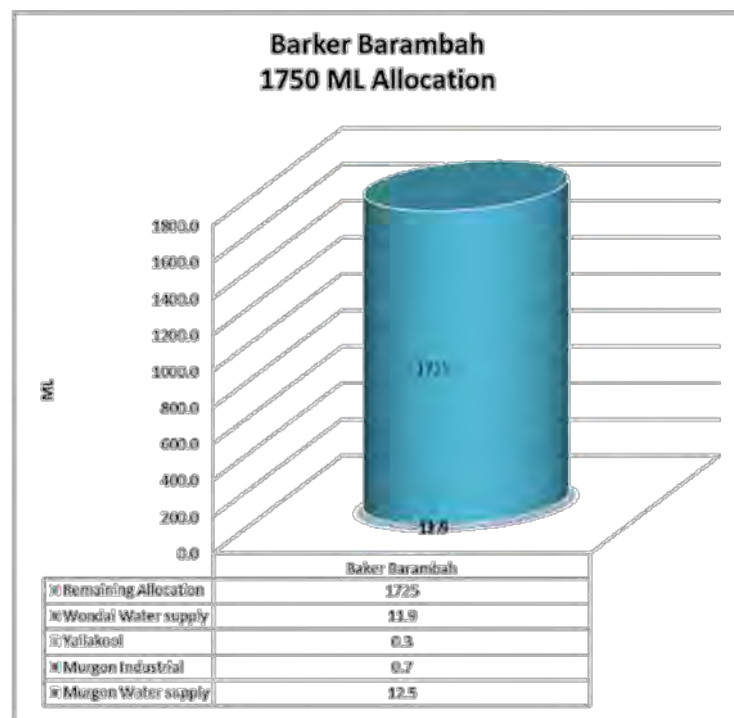
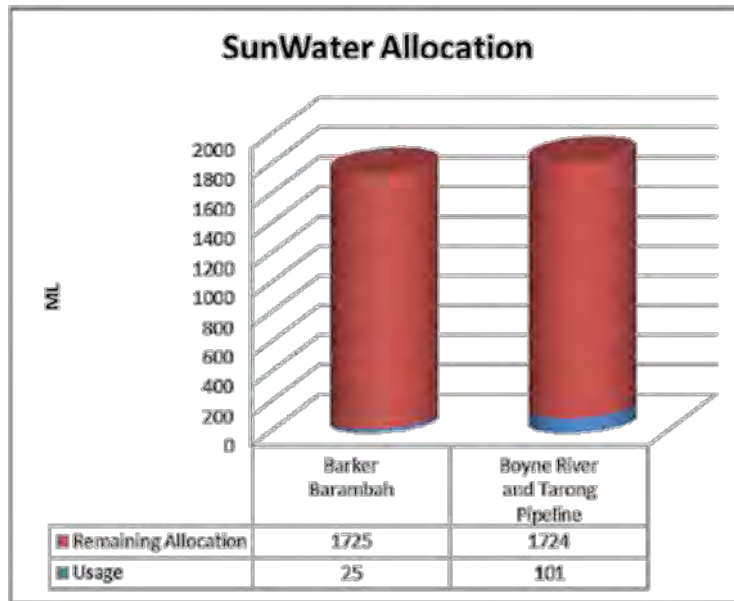
Key Highlights

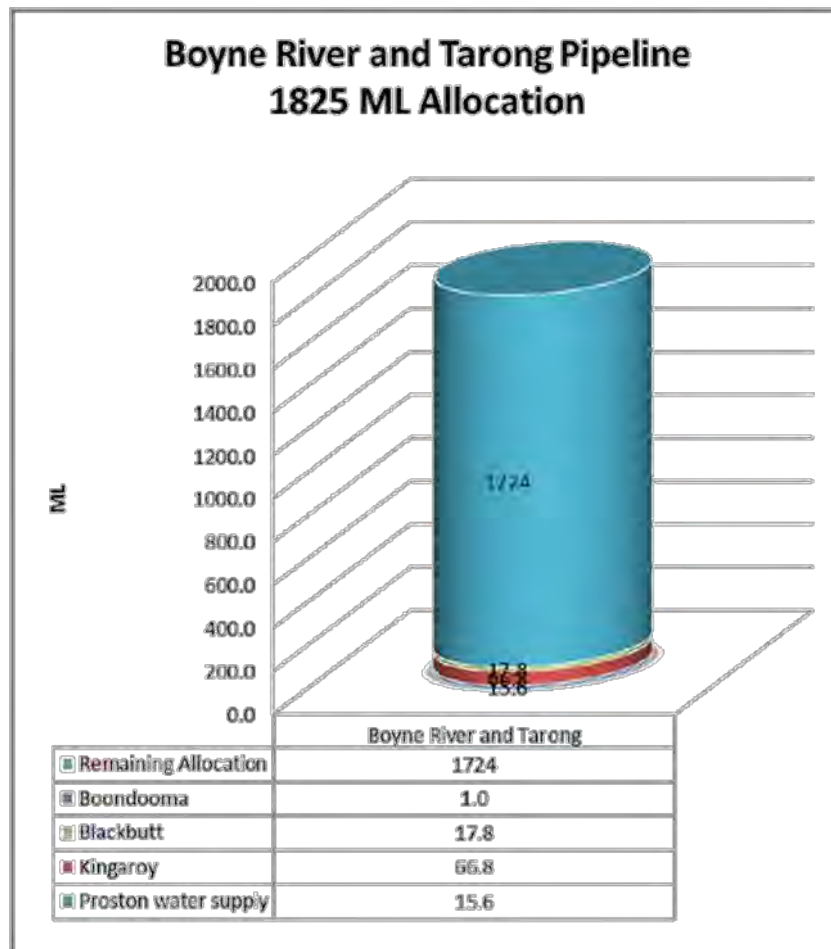
- Council continues to monitor water storage throughout the region. Current levels are: Boondooma 25.7%, BP Dam 7.0%, Gordonbrook Dam 66% Boobir Dam 33%

Water Allocations and Financial Year Consumption

Recorded at 29/7/2021

Water allocation SunWater scheme	Location / Allocation	Usage to date (ML)	Annual Allocation (ML)	Remaining Allocation (ML)	Remaining Allocation in (%)	Year remaining in (%)
Barker Barambah	Murgon Water supply	12.5	1400	1385.4	99%	92%
	Murgon Industrial	0.7				
	Yallakool	0.3				
	Wondai Water supply	11.9	350	338.097	97%	
	Sub Total	25	1750	1725	99%	
Boyne River and Tarong Pipeline	Proston water supply	15.6	500	484.4	97%	
	Kingaroy	66.8	1110	1043.2	94%	
	Blackbutt	17.8	200	182.2	91%	
	Boondooma	1.0	15	14.0	94%	
	Sub Total	101	1825	1724	94%	

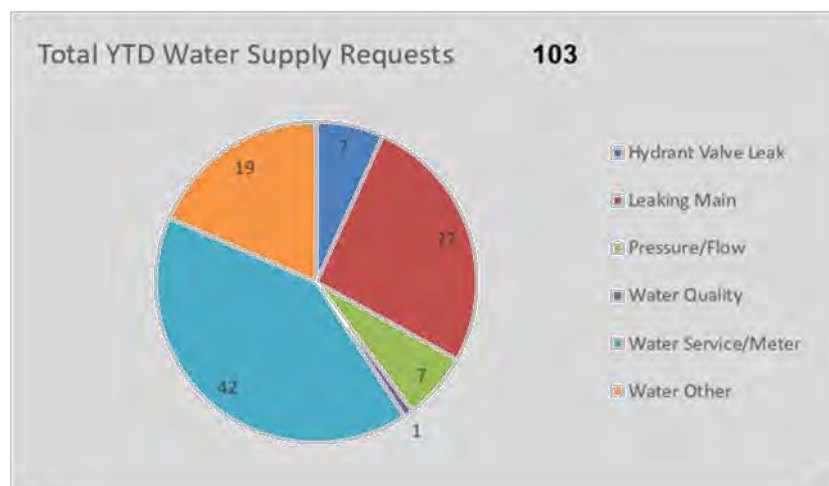
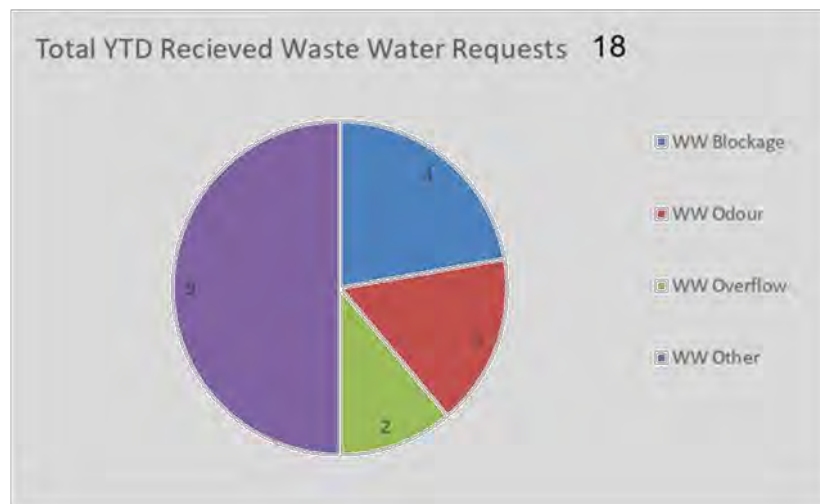




*Annual allocations are for the financial year

Reactive Work - Financial Year to Date

Town	Sewer Blockages	Other Sewer issues	Water Main Breaks	Other water issues
Kingaroy	1	0	1	38
Murgon	0	0	1	1
Wondai	1	0	0	1
Nanango	0	0	4	14
Blackbutt	1	0	0	1
Proston	0	0	0	0
Proston Rural	NA	NA	1	0
Kumbia	NA	NA	0	0
Wooroolin	NA	NA	0	1



7.2 ADOPTION OF LOCAL DISASTER MANAGEMENT PLAN & SUB PLANS

File Number: 11/08/2021

Author: Coordinator Infrastructure Support

Authoriser: Chief Executive Officer

PRECIS

Adoption of Local Disaster Management Plan and Sub Plans

SUMMARY

Council is legislatively required under section 59 of the *Disaster Management Act 2003* to review and renew its Local Disaster Management Plan (LDMP) when the local government considers it appropriate and this must occur at least once a year.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That Council note and adopt the South Burnett Local Disaster Management Plan and Sub Plans endorsed at the South Burnett Local Disaster Management Group (LDMG) meeting on 17 June 2021.

BACKGROUND









Council's Disaster Management Team and the LDMG collaboratively embarked on a journey to redevelop the LDMP and sub plans to deliver modern, informative, understandable, succinct and practical plan. The LDMP will also become an interactive plan which will be located on Council's website.

The new LDMP and sub plans meet the requirements of legislation, regulations, guidance and frameworks associated with the Queensland Disaster Management Arrangements (QDMA). The plan consists of disaster management philosophy which embraces prevention, preparedness, response and recovery procedures. It identifies strategies for disaster resilience and supports the *Get Ready Queensland* and *Get Ready South Burnett* messages.

Every region is susceptible and at risk of local and major disaster events. The plan will provide Council the arrangements to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event.

Strategic linkages to Disaster Management are included in the SBRC Corporate Plan 2021-26 under the priority area of Enhancing Liveability and Lifestyle (EC15 – Continue to provide proactive support to the LDMG).

ATTACHMENTS

1. **LDMP & Sub Plan Presentation Update** [↓](#) 
2. **Local Disaster Management Plan** [↓](#) 
3. **Activation and Operation of the LDCC Sub Plan** [↓](#) 
4. **Evacuation Sub Plan** [↓](#) 
5. **Financial Management Sub Plan** [↓](#) 
6. **Logistics Sub Plan** [↓](#) 
7. **Public Health Sub Plan** [↓](#) 
8. **Public Information and Warnings Sub Plan** [↓](#) 

Local Disaster Management Plan (LDMP)

- Overarching document
- Designed for all hazards
- Built on the principles of PPRR
- Designed to ensure an integrated, coordinated and timely response.

Local Disaster Management Plan

V6 June 2021 DRAFT



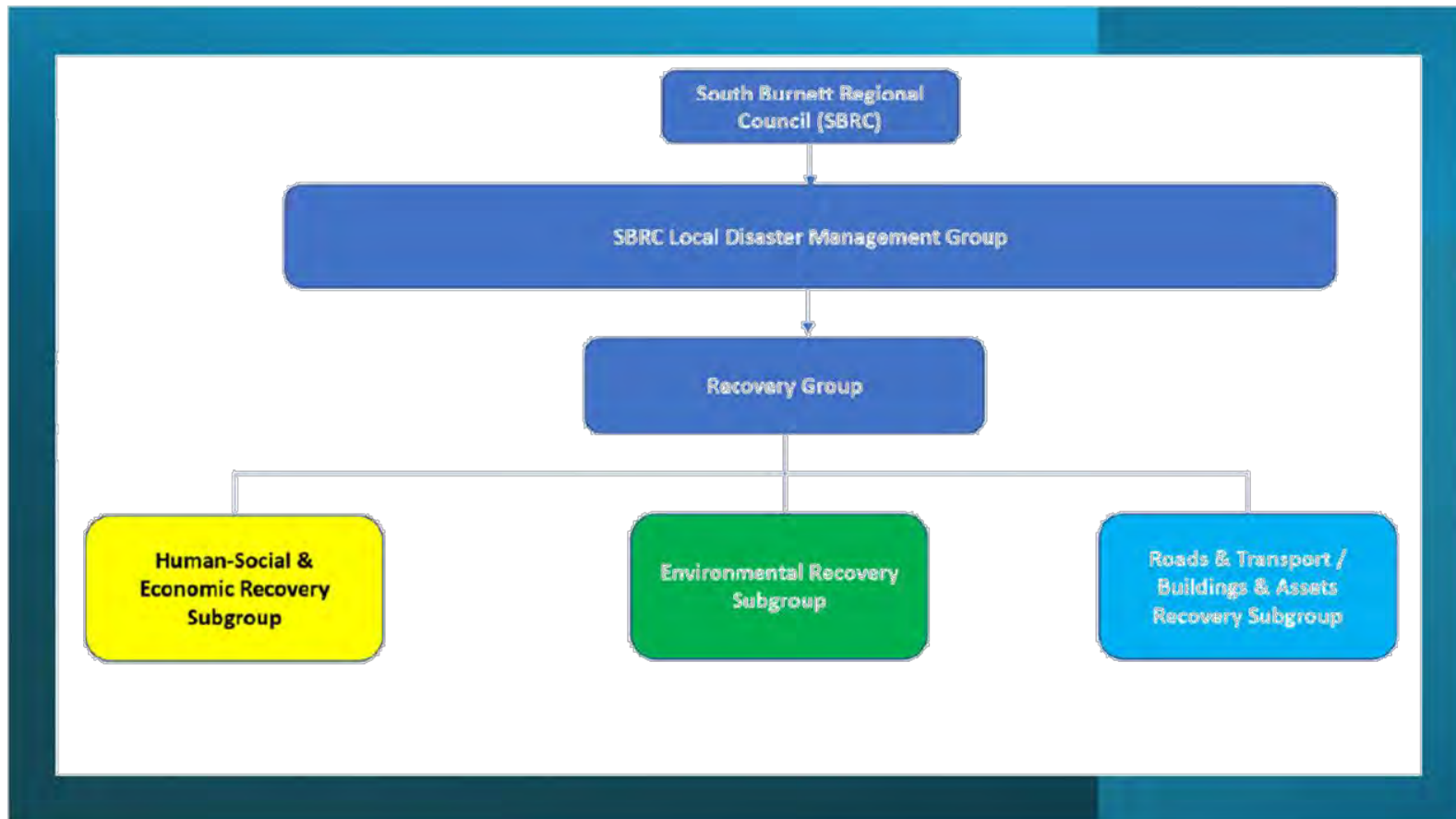
LDMP

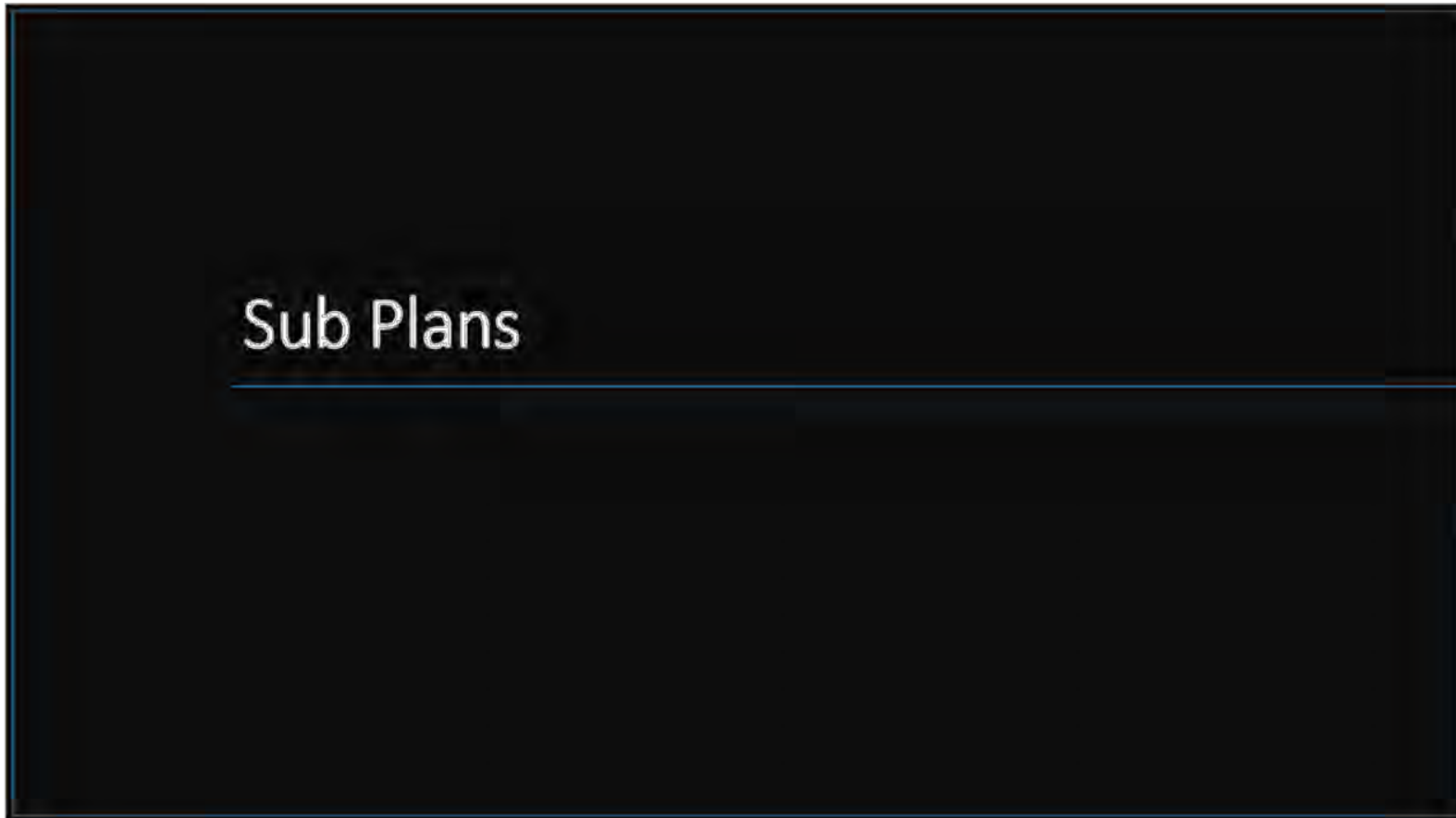
- Preliminaries
- Section 1: Administration & Governance
- Section 2: LDMG
- Section 3: Disaster Risk Management
- Section 4: Prevention
- Section 5: Preparation
- Section 6: Response Strategy
- Section 7: Recovery Strategy

Local Disaster Management Plan

V6 June 2021 DRAFT








Activation & Operation of the LDCC

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Set up of the LDCC
- Section 4: LDCC Operations
- Section 5: Staffing the LDCC
- Appendix A: Role Cards
- Appendix B: LDCC Forms





Evacuation

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Evacuation Strategy
- Section 4: Decision Phase
- Section 5: Warning Phase
- Section 6: Withdrawal Phase
- Section 7: Shelter Phase
- Section 8: Evacuation Centre Management
- Section 9: Return Phase
- Appendix A: Evacuation Operational Checklist

Financial Management

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Operational Procedures
- Appendix A: Memo to Staff – Documentation of Costs Relating to Disaster Events
- Appendix B: DRFA & SDRA Information Sheet
- Appendix C: Infrastructure Financial Management Team Checklist



Logistics

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Emergency Logistics
- Section 4: Resupply Operations
- Appendix A: Logistics Officer Operational Checklist
- Appendix B: QDMA RFA Form
- Appendix C: RFA Process Map



Public Health

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Operational Procedures
- Section 4: Provision of Safe Drinking Water
- Section 5: Food Safety
- Section 6: Wastewater Management
- Section 7: Waste Management
- Section 8: Pest Control
- Section 9: Infectious Disease Control
- Section 10: Environmental Protection
- Appendix A: EHO Operational Checklist

A photograph showing a person from the side, looking through the eyepiece of a white microscope. The person has brown hair tied back and is wearing a green patterned scarf and a dark jacket. They are holding a glass slide with a white substance on it. The background shows a laboratory setting with various equipment and papers.

Public Information & Warnings

- Section 1: Overview of Plan
- Section 2: Activation & Notification Procedure
- Section 3: Operational Procedures
- Appendix A: Public Information Officer (PIO) Operational Checklist
- Appendix B: Emergency Alert Process Map
- Appendix C: Emergency Alert Request Form



Local Disaster Management Plan

V7 June 2021





ACKNOWLEDGEMENT OF COUNTRY

We acknowledge and respect the traditional owners of this land on which we live, work and play and respect their cultures, their ancestors and their elder's past, present and future generations.

FOREWORD

Councillor Roz Frohloff – Chair, SBRC LDMG

Queenslanders are faced with responding to and recovering from disasters that test individual and community resilience every year. No community is immune and whilst such events are relatively infrequent in the South Burnett region, their potential to significantly disrupt social, economic and environmental systems as well as our infrastructure, highlights the importance of being prepared and having effective and coordinated disaster management arrangements in place.



When disasters occur, local government has primary responsibility for managing disaster events within its boundaries. The South Burnett Regional Council (SBRC) Local Disaster Management Group (LDMG) has adopted an all-hazards approach and takes a proactive role in the Prevention, Preparedness, Response and Recovery (PPRR) phases.

It is recognised that all of us need to be resilient in the face of disaster. It is unrealistic to expect one community, one organisation, or one level of government to be able to respond and recover effectively from the magnitude of such events. Effective disaster management requires a collaborative approach with responsibilities shared by individuals, families, communities, businesses and all levels of government.

This Local Disaster Management Plan (LDMP) aims to provide the South Burnett community with a robust multi-agency framework to ensure there is an effective and coordinated response to a disaster event, and to facilitate a speedy return to a safe and secure environment as soon as possible after that event. It is a dynamic, risk-based document that is subject to continuous review, ensuring its content reflects current legislation, the region's risk profile, and learning from disaster events both within and outside of our region.



Local Disaster Management Plan (LDMP)

ENDORSEMENT

This Local Disaster Management Plan was approved by the South Burnett Local Disaster Management Group on 17 June 2021 and recommended for adoption by South Burnett Regional Council.

Councillor Roz Frohloff
South Burnett Regional Council Local Disaster Management Group

Date:

In accordance with a resolution on 25 August 2021 this Local Disaster Management Plan is endorsed for distribution by South Burnett Regional Council.

Mark Pitt PSM - Chief Executive Officer
South Burnett Regional Council

Date:



TABLE OF CONTENTS

ACKNOWLEDGEMENT OF COUNTRY 2

FOREWORD..... 2

ENDORSEMENT 3

GLOSSARY OF TERMS..... 7

DOCUMENT CONTROL..... 8

 Amendment Control..... 8

 Record of Amendments..... 8

 Review Requirements 9

 Distribution..... 9

SECTION 1: ADMINISTRATION & GOVERNANCE..... 10

 1.1 Authority to Plan 10

 1.2 Aim & Objectives..... 10

 1.3 Structure of the LDMP 11

 1.3.1 LDMP 11

 1.3.2 LDMP Sub Plans..... 11

 1.3.3 Hazard Specific Plans..... 12

 1.3.4 Community Disaster Management Sub Plans..... 12

 1.3.5 Operational Plans 12

 1.3.5 Business Continuity Plans (BCP)..... 12

 1.4 Queensland Disaster Management Arrangements (QDMA) 12

 1.5 Disaster Management Strategic Policy Statement..... 13

 1.6 Disaster Management Guiding Principles..... 13

 1.6.1 Comprehensive approach..... 13

 1.6.2 All-hazards approach 14

 1.6.3 Local disaster management capability..... 14

 1.6.4 Support by District and State groups 14

 1.7 IGEM Emergency Management Assurance Framework..... 15

 1.8 Linkages to SBRC Corporate Plan..... 15

SECTION 2: LOCAL DISASTER MANAGEMENT GROUP (LDMG) 16

 2.1 Role of Local Government 16

 2.2 Responsibilities of SBRC 16

 2.3 Establishment OF LDMG..... 21

 2.4 Functions of the LDMG 21

 2.5 Business & Meetings of LDMG..... 21

 2.6 LDMG Operational Decision-Making Capability 22

 2.7 Core Member & Advisory Roles & Responsibilities of the LDMG 23

 2.8 Authority of LDMG Core Members & Advisors..... 27

 2.9 Structure of the LDMG..... 28

 2.9.1 LDMG Recovery Group & Subgroups 30

 2.10 Training & Exercises 30

 2.11 Post Event Processes..... 30

 2.12 Continuous Improvement 30

SECTION 3: DISASTER RISK MANAGEMENT 31

 3.1 Risk Based Planning 31



Local Disaster Management Plan (LDMP)

3.2	Community Profile.....	31
3.2.1	Environment.....	31
3.2.2	Human-Social.....	33
3.2.3	Economy.....	37
3.2.4	Infrastructure & Essential Services.....	39
3.3	Hazards.....	44
3.3.1	Natural Hazards.....	44
3.3.2	Non-natural Hazards.....	48
3.4	Residual Risks.....	51
SECTION 4: PREVENTION.....		53
4.1	Prevention.....	53
4.2	Land Use Planning.....	53
4.3	Building Codes, Regulations and Legislation.....	53
4.4	Design Improvements.....	54
4.5	Hazard Reduction.....	54
4.6	Continuous Improvement.....	54
SECTION 5: PREPARATION.....		55
5.1	LDMG Preparedness & Capacity Building.....	55
5.2	Community Preparedness & Capacity Building.....	55
5.2.1	Queensland Strategy for Disaster Resilience.....	55
5.2.2	Get Ready Queensland Initiative.....	56
5.3	Disaster Dashboard.....	57
SECTION 6: RESPONSE STRATEGY.....		58
6.1	Activation of LDMG.....	58
6.2	Activation Criteria.....	58
6.3	Activation of LDMP & Sub Plans.....	58
6.4	Notification Flowchart.....	59
6.5	Notification Process.....	59
6.6	Activation Levels.....	60
6.7	Response Priorities.....	61
6.8	Response Principles.....	61
6.8.1	Responsible Lead Agencies.....	61
6.9	Disaster Declaration.....	61
6.10	Guardian Information Management System (Ims).....	62
6.10.1	Situation Reports (SITREPS).....	62
6.11	Activation of the Local Disaster Coordination Centre (LDCC).....	62
6.12	Public Information & Warnings.....	62
6.13	Evacuation.....	62
6.14	Financial Management.....	63
6.15	Public Health.....	63
6.16	Logistics.....	63
6.17	Damage Assessment.....	63
6.18	Simple Tips For Community.....	63
SECTION 7: RECOVERY STRATEGY.....		65
7.1	Definition of Recovery.....	65
7.2	Context for Recovery.....	65
7.3	Appointment of Local Recovery Coordinator (LRC).....	65



Local Disaster Management Plan (LDMP)

7.4	Activation of LDMG Recovery Group	66
7.5	Activation Levels, Triggers & Communications	67
7.6	Recovery Group Membership.....	69
7.7	Functional Lines of Recovery	69
7.8	Recovery Subgroups	70
7.9	Proposed Recovery Subgroup Membership.....	71
7.10	National principles.....	73
7.11	Queensland Government Role & responsibilities	73
7.12	Recovery Phases	73
7.12.1	Stage 1: Immediate recovery.....	74
7.12.2	Stage 2: Short-to-medium term recovery	75
7.12.3	Stage 3: Long-term recovery.....	75
7.13	Event Specific Recovery Plan.....	76
7.14	Recovery Hubs	76



GLOSSARY OF TERMS

A Disaster Management [glossary of terms and acronyms](#) is published as part of the [Prevention Preparedness, Response and Recovery Disaster Management Guideline](#).

A [Disaster Management Lexicon](#) is also provided by the Office of the Inspector General Emergency Management (IGEM).

The following acronyms and initialisms are not contained in the links above but are used by SBRC in their disaster management arrangements:

Acronym / Initialism	Meaning
AEMI	Australian Emergency Management Institute
AIIMS	Australasian Inter-service Incident Management System
CDO	Counter Disaster Operations
DDHHS	Darling Downs Hospital and Health Service
DRFA	Disaster Recovery Funding Arrangements (formerly known as NDRRA)
EAP	(Dam) Emergency Action Plan
GIS	Geographic Information System
IMT	Incident Management Team
LGA	Local Government Area
QDMA	Queensland Disaster Management Arrangements
RFB	Rural Fire Brigade – QFES
RFS	Rural Fire Service – QFES
SBRC	South Burnett Regional Council
SMEACS	Situation, Mission, Execution, Administration, Coordination, Safety
WHO	World Health Organisation



DOCUMENT CONTROL

AMENDMENT CONTROL

This LDMP is a controlled document. The controlled copy is held by the LDMG Local Disaster Coordinator (LDC). The LDC may approve inconsequential amendments to the LDMP. Any changes to the intent of the document must be endorsed by the LDMG and adopted by SBRC. The plan is intended to be a 'live' document. All suggested amendments should be forwarded to:

Disaster Management Officer
 South Burnett Regional Council
 PO Box 336
 Kingaroy, QLD 4610
 Email: info@southburnett.qld.gov.au

RECORD OF AMENDMENTS

Issue Date	Version	Outline of Revisions / Reason for Change	Prepared By
31/12/2007	1	This is the first draft for the new South Burnett Regional Council	G.C. Preston
07/12/2010	2	Updated draft for LDMG/SBRC consideration	J.J. Kersnovski
31/10/2013	3	New version of the Local Disaster Management Plan for 2013-2014	Stan Taylor
08/01/2016	4	Updated draft for LDMG/SBRC consideration	Russell Hood
24/08/2017	5	Updated draft for LDMG/SBRC consideration	James D'Arcy
18/07/2018	6	Updated version for approval	Donna Brown
17/06/2021	7	Comprehensive rewrite of the new LDMP and Sub Plans.	Strategic Disaster Solutions / Donna Brown



REVIEW REQUIREMENTS

South Burnett Regional Council (SBRC) must review the effectiveness of this LDMP at least once a year. In addition, SBRC may review or renew the Plan whenever they consider it appropriate. The LDMP and associated Sub Plans will be reviewed following any activation of the plans or following any exercises to test the effectiveness of the plans.

This LDMP will be subject to the external annual assessment process developed by the Office of the IGEM in accordance with *section 16C(b) of the Disaster Management Act 2003 (the Act)*.

DISTRIBUTION

The level of circulation of the LDMP and all Sub Plans will be determined by the LDMG. As a minimum this will include all core members and advisors of the LDMG and the District Disaster Coordinator (DDC). Other key stakeholders will be determined by SBRC.

In accordance with *section 60 of the Act*, the LDMP is available for inspection, free of charge to the public from:

- SBRC website under [Emergency Management](#)
- SBRC Libraries and Administration Buildings



SECTION 1: ADMINISTRATION & GOVERNANCE

1.1 AUTHORITY TO PLAN

The [Disaster Management Act 2003](#) (the Act) and the [Disaster Management Regulation 2014](#) (the Regulation) forms the legislative basis for disaster management within all levels of government and Queensland's Disaster Management Arrangements (QDMA).

The preparation of this LDMP and all associated Sub Plans has been undertaken in accordance with *sections 57 and 58 of the Act*, to provide for effective disaster management in the SBRC area. This LDMP is consistent with [Queensland's Disaster Management Standard](#) and [PPRR Disaster Management Guideline](#).

The authorising environment for disaster management documents is detailed in Figure 1 below.



Figure 1: Disaster Management Authorising Environment

1.2 AIM & OBJECTIVES

The overall aim of this LDMP is to detail the arrangements that prevent, where possible, or minimise the impact of disasters or major emergencies, on communities of the SBRC area. The primary focus is to ensure the safety and welfare of our



community as well as other people who may work in, or visit, our region. The key objectives are to:

- Provide a framework for the implementation of effective disaster management strategies and arrangements across the four phases of PPRR within the SBRC local government area (LGA)
- Describe the disaster management structure for the LDMG, the member organisations and their role and responsibilities for the coordination of multi-agency responses
- Understand the likely effects of natural and non-natural hazards that may impact the community, infrastructure, economy and environment of the area
- Planning for those hazards to preserve human life, protect critical infrastructure and property, protect livelihoods and the economy and safeguard the environment
- Providing practical information to build community resilience and better assist the community in preparing for, responding to and recovering from disaster events.

1.3 STRUCTURE OF THE LDMP

1.3.1 LDMP

The LDMP is an overarching document that details the structure, management arrangements and governance provisions which underpin the process of disaster management in the SBRC area. It provides an overview of the arrangements in place for dealing with disasters and sets out the role of the LDMG and the community from the initial notification through the various stages of response and recovery until the disaster event is finalised. The LDMP is designed to be flexible so it can be adapted to any disaster event affecting the region to ensure an integrated, coordinated and timely response.

1.3.2 LDMP Sub Plans

The LDMP is complemented by a number of Sub Plans which are designed to expand on information contained in the LDMP by providing detailed information for the activation and operation of key capabilities. Sub Plans are designed to integrate seamlessly with the LDMP but can be used on a stand-alone basis as required. The following Sub Plans exist:

- Activation of the Local Disaster Coordination Centre (LDCC)
- Financial Management
- Public Information & Warnings
- Logistics
- Evacuation
- Public Health.



1.3.3 Hazard Specific Plans

Hazard specific disaster plans are developed by assigned lead agencies to address particular hazards. Examples of hazard specific plans for the LDMG include:

- Boondooma Dam Emergency Action Plan (EAP)
- Bjelke-Petersen Dam EAP
- Gordonbrook Dam EAP
- Cooling Water Dam EAP
- Meandu Creek Dam EAP.

1.3.4 Community Disaster Management Sub Plans

Community Disaster Management Plans are developed by the community with guidance from the LDMG. A Bunya Mountains Community Disaster Management Sub Plan is available. This plan has been developed collaboratively with the community and the Western Downs LDMG.

1.3.5 Operational Plans

Operational plans are plans developed and utilised during the response and recovery phases. Examples include the Incident Action Plan and event-specific Recovery Plans.

1.3.5 Business Continuity Plans (BCP)

Each member and advisory agency of the LDMG will maintain an effective BCP. This will ensure they can continue their critical service functions in the event of a disaster to provide coordination and emergency support to the local community.

1.4 QUEENSLAND DISASTER MANAGEMENT ARRANGEMENTS (QDMA)

QDMA is based on a tiered system of committees at local government, disaster district, and state government levels and recognises that the Commonwealth Government may be requested to provide support to the State.

Local Government underpins the QDMA as the frontline of disaster management and has primary responsibility for managing events in their local government area. SBRC is ideally suited to manage disaster events at the community level, based on its understanding of local social, environmental and economic issues, and knowledge of the region's infrastructure. During a disaster, local government provides initial support to the affected community until its resources are fully committed. Additional support from the State, and ultimately the Commonwealth is then requested if needed. Further information is available [here](#).



Figure 2: QDMA Triangle

1.5 DISASTER MANAGEMENT STRATEGIC POLICY STATEMENT

The LDMP is consistent with the [Disaster Management Strategic Policy Statement](#) which informs the Queensland Government’s strategic approach to keeping people safe and making communities more resilient to disaster risks and impacts.

The LDMG takes a flexible and scalable approach to disaster management which provides for the reduction of risk and the enhancement of community resilience whilst ensuring effective response and recovery capabilities.

1.6 DISASTER MANAGEMENT GUIDING PRINCIPLES

In accordance with *section 4A(b) of the Act*, all events, whether natural or caused by human activity, should be managed in accordance with the [Strategic Policy Statement](#), the [State Disaster Management Plan \(SDMP\)](#) and any relevant disaster management guidelines. The Act identifies four key principles which guide disaster management in Queensland:

1.6.1 Comprehensive approach

The comprehensive approach to disaster management comprises the four PPRR phases. This approach ensures a balance between the reduction of risk and the



enhancement of community resilience, while ensuring effective response and recovery capabilities.

The four phases of PPRR are not linear, nor are they independent of the others. They overlap and support each other as shown in Figure 3. For example, recovery activities are likely to begin during the response phase and mitigation strategies may be considered during the recovery phase.



Figure 3: Comprehensive Approach to Disaster Management

1.6.2 All-hazards approach

The all-hazards approach assumes that the functions and activities used to manage one event are likely to be applicable to a range of events, whether natural or caused by human activity.

1.6.3 Local disaster management capability

Local level capability is recognised as the frontline for disaster management, primarily due to the benefits of localised knowledge and networks.

1.6.4 Support by District and State groups

The Act establishes a District Disaster Management Group (DDMG) for each of the 22 districts in Queensland, to provide support when required or requested by a LDMG. The LDMG is located in the Gympie Disaster District. A [District Disaster Management Plan](#) is available.

The Queensland Disaster Management Committee (QDMC) can provide additional support and assistance when required or requested by a DDMG. The [State Disaster Management Plan](#) (SDMP) provides a framework for response and recovery operations.



1.7 IGEM EMERGENCY MANAGEMENT ASSURANCE FRAMEWORK

Part 1A of the Act establishes the IGEM and Office of the IGEM. The priority for the Office of the IGEM is to facilitate improvements to Queensland's disaster management arrangements to enable confidence in the system and enhance public safety outcomes. The functions of the Office of the IGEM are detailed in *section 16C of the Act*.

The [Emergency Management Assurance Framework \(EMAF\)](#), developed by the Office of the IGEM, in partnership with disaster management practitioners, provides the foundation for guiding and supporting the continuous improvement of entities' programs across all phases of disaster management. The EMAF also provides the structure and mechanism for reviewing and assessing the effectiveness of disaster management arrangements. The EMAF is comprised of Principles, the Standard for Disaster Management in Queensland (the Standard) and Assurance Activities.

1.8 LINKAGES TO SBRC CORPORATE PLAN

Strategic linkages to Disaster Management are included in the [SBRC Corporate Plan 2021-26](#) under the priority area of Enhancing Liveability and Lifestyle (EC15 – Continue to provide proactive support to the LDMG).



SECTION 2: LOCAL DISASTER MANAGEMENT GROUP (LDMG)

2.1 ROLE OF LOCAL GOVERNMENT

The Act details a range of functions and responsibilities for local government to ensure that it meets its statutory obligations. *Section 80 of the Act* requires local government to undertake the following functions:

- a) To ensure it has a disaster response capability
- b) To approve its LDMP
- c) To ensure information about an event or a disaster in its area is promptly given to the DDC for the district in which its area is situated
- d) To perform other functions given to the local government under the Act.

In addition to these functions, *Section 29 of the Act* specifies that local government must establish a LDMG for the local government’s area – refer 2.3.

2.2 RESPONSIBILITIES OF SBRC

In accordance with *section 80 of the Act*, a 'disaster response capability' for local government means the ability to provide equipment and a suitable number of persons, using the resources available, to effectively manage or help another entity to manage an emergency situation or a disaster in the local government area.

All SBRC services have designated responsibilities in disaster management which reflect their legislated and / or technical capability:

SBRC SERVICE	ROLE & RESPONSIBILITIES
OFFICE OF THE CEO	
People & Culture	<ul style="list-style-type: none"> • Providing workplace health and safety advice in relation to employees and volunteers working on behalf of SBRC for the duration of the disaster • Ensure staff welfare and well-being requirements are met as far as possible for the duration of the disaster event and implement the Fatigue Management Guidelines • Undertake accident investigation (in conjunction with other agencies when necessary) • Ensure availability of the Employee Assistance Program (EAP) • Implement occupational health services and arrangements to provide confidential psychosocial debriefing and counselling support to staff as required • Ensure staff records are accessible and that contact details, next of kin details and other information is kept up to date.



SBRC SERVICE	ROLE & RESPONSIBILITIES
<p>Executive Services</p>	<ul style="list-style-type: none"> • Being the primary contact for all media enquiries in relation to any event which results in the activation of the disaster management system within the SBRC area • Preparing accurate media releases based on local operations • Dealing with enquiries from all media sources • Maintaining a working log of all media releases and significant contacts with media sources • Coordinating and managing all media interviews • Liaising closely with members of the LDMG to gather information • Maintaining a current contact register of media organisations • Ensuring all media releases are approved by the Chair or the LDC of the LDMG • Monitoring media broadcasts and newspapers to ensure accurate reporting and follow-up to correct any misleading reporting • Arranging a media briefing area at the LDCC • Ensure relevant information is displayed on Council's website and social media channels and remains up to date during the response and recovery effort • Ensure all Visitor Information Centres are kept informed of the disaster response and recovery phases so that they are able to act as an information hub to members of the public in affected communities • Actively promote disaster prevention and preparedness initiatives in relation to economic development of the region • Participate in the Human-Social & Economic Sub Group as required • Provide points of contact for all key industries in the region • Ensuring Councillors and Officers are supported to understand their legislative requirements and legal obligations during disaster operations.
FINANCE & CORPORATE	
<p>Finance</p>	<ul style="list-style-type: none"> • Controlling, tracking and accounting for all monies expended in the disaster response and recovery phases • Maintaining a petty cash inventory to ensure the availability of immediate cash sums for the purchase of equipment and supplies • Coordinating and organising the administration of any appeal funds that are established • Arrange opening and staffing of Stores as required and



SBRC SERVICE	ROLE & RESPONSIBILITIES
	<p>make available resources for use in a disaster</p> <ul style="list-style-type: none"> • Ensure adequate supply of fuel stocks and ensure appropriate distribution methods are available • Advise on existing corporate suppliers and potential alternative suppliers for the procurement of resources during the response and recovery phases of disasters • Assist as required with the coordination and acquisition of resources from neighbouring authorities and / or other areas in the event of mutual aid being invoked • Dealing with claims with the Council's insurers to ensure that appropriate costs are recovered as far as possible.
Information & Communication Technology (ICT)	<ul style="list-style-type: none"> • Providing ICT and GIS advice, data and support to the Local Disaster Coordination Centre (LDCC) • Arranging for additional telephone facilities, computers and mobile phones at appropriate locations as required • Ensuring that relevant data is secured and stored appropriately to preserve documentary evidence • Liaising with other relevant agencies on communications issues.
Plant & Fleet	<ul style="list-style-type: none"> • Advise on plant and fleet availability and suitability • Arrange for the provision and / or hire of items as required • Providing maintenance and servicing of plant and equipment (including on site breakdown) where appropriate.
INFRASTRUCTURE	
Infrastructure Management	<ul style="list-style-type: none"> • Fulfill role of LDC as required • Provide support to State Emergency Services (SES) as required • Community Engagement / Development to proactively support prevention, preparation, response and recovery initiatives to enhance community resilience.
Water & Wastewater	<ul style="list-style-type: none"> • Maintain a safe supply of drinking water as far as reasonably practicable and advise on emergency measures to be taken • Maintain sewerage operations at an appropriate level and advise on emergency measures to be taken • Prepare and advise on Emergency Action Plans for Council owned referable dams • Coordinate damage reports of water and sewerage critical infrastructure.
Works	<ul style="list-style-type: none"> • Establishing separate accounts as necessary to deal with expenditure incurred on the disaster • Providing support and guidance to Officers who are responsible for preparing applications under the rules of the Disaster Recovery Funding Arrangements (DRFA) for



SBRC SERVICE	ROLE & RESPONSIBILITIES
	<p>cost recovery if applicable</p> <ul style="list-style-type: none"> • Project management of civil works required under DRFA to ensure requirements are met. • Maintain stockpiles of materials to assist in the response and recovery effort (e.g. premix, sand, gravel) • Maintenance of the highway network including emergency closures and diversions • Coordinate damage reports of roads infrastructure and provide advice on temporary and more permanent highways reinstatements and repairs • Create diversions and detours as necessary • Ensure sand and sandbags are available as required and source emergency stocks where appropriate • Implementation of a priority system for the removal of fallen trees that block the highway • Assisting with clear up operations as required e.g. flood clearance, storm damage, chemicals / hazardous materials • Record flood heights and extents as far as possible during the response so surveyors can later collect relevant data • Capture detailed photographic records for potential DRFA claims.
COMMUNITY	
Community	<ul style="list-style-type: none"> • Utilise Council’s call centre facility to ensure accurate advice and information is given to the public • Ensuring front counters are maintained at an appropriate level throughout the response and recovery phase • Ensure all Libraries are kept informed of the disaster response and recovery phases so that they are able to act as an information hub to members of the public in affected communities • Provide advice on indigenous affairs and issues relating to the protection of heritage and important cultural artifacts where appropriate • Facilitate access to culturally appropriate social and psychological support for adults and children affected by disaster.
Property	<ul style="list-style-type: none"> • Maintenance of a property and equipment register which gives details of all assets owned and managed by Council including a description of the facilities available • Arranging for the emergency securing of Council owned premises and repair and maintenance of all Council owned buildings • Make arrangements to open and secure Council buildings as required • Arrange for the emergency cleaning of premises as



SBRC SERVICE	ROLE & RESPONSIBILITIES
	<p>dictated by the response and recovery efforts</p> <ul style="list-style-type: none"> • Provide advice in relation to Council owned aerodromes and caravan parks.
Environment & Waste	<ul style="list-style-type: none"> • Maintain reasonable standards of health in the region and advise on public health measures to be implemented including measures to control the spread of infectious diseases • Monitor and advise on satisfactory standards of hygiene and the provision of water and sanitation at Evacuation Centres and other buildings used in the disaster • Provide advice and guidance on food safety matters and assess food premises and declare affected food as fit or unfit for human consumption • Provide advice and guidance on vector and vermin control • Advise on methods available for the control and disposal of pollution and toxic materials and other environmental protection methods including sampling and monitoring • Arrange for the collection, holding and disposal of stray animals and to organize kennel arrangements for pets brought to Evacuation Centres in liaison with the RSPCA • Maintain the waste transfer stations at an appropriate level throughout the disaster response and recovery operations • Provide specialist advice on the collection, recycling and disposal of waste including hazardous waste and materials • Coordinate damage reports of waste critical infrastructure.
NRM & Parks	<ul style="list-style-type: none"> • Implementation of a priority system for the removal of fallen trees on Council owned land • Weed spread prevention and communication • Manage Council owned aerodromes • Manage Council owned cemeteries.
Sport & Recreation Development	<ul style="list-style-type: none"> • Actively promote disaster prevention and preparedness initiatives to sport and recreation clubs and facilities in the region • Provide support to sport and recreation clubs during the recovery phase.
Planning & Land Management	<ul style="list-style-type: none"> • Ensure future development takes account of hazards e.g. preventing building homes in flood plains • Provide advice in relation to mapping prepared for flood risk and wildfires as part of the planning scheme • Building Inspectors to ensure dangerous structures are made safe using enforcement powers where necessary.



2.3 ESTABLISHMENT OF LDMG

LDMGs are established under *section 29 of the Act* by local governments to support and coordinate disaster management activities for their respective LGAs. A Terms of Reference is available.

[LDMG responsibilities are outlined in Manual M.1.030](#)

2.4 FUNCTIONS OF THE LDMG

The following functions of the LDMG are prescribed under *Section 30 of the Act*:

- a) To ensure that disaster management and disaster operations in the area are consistent with the State group's strategic policy framework for disaster management for the State
- b) To develop effective disaster management, and regularly review and assess the disaster management
- c) To help the local government for its area to prepare a local disaster management plan
- d) To identify, and provide advice to the relevant district group about, support services required by the local group to facilitate disaster management and disaster operations in the area
- e) To ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- f) To manage disaster operations in the area under policies and procedures decided by the State group
- g) To provide reports and make recommendations to the relevant district group about matters relating to disaster operations
- h) To identify, and coordinate the use of, resources that may be used for disaster operations in the area
- i) To establish and review communications systems in the group, and with the relevant district group and other local groups in the disaster district of the relevant district group, for use when a disaster happens
- j) To ensure information about a disaster in the area is promptly given to the relevant district group
- k) To perform other functions given to the group under the Act
- l) To perform a function incidental to a function mentioned in paragraphs (a) to (k).

2.5 BUSINESS & MEETINGS OF LDMG

In accordance with *section 38 of the Act*, the LDMG will conduct its business, including meetings as prescribed by the [Regulation](#). Ordinary meetings are scheduled every three (3) months and extraordinary meetings will be convened as required. Quorum (50% +1 of membership) must be achieved for decisions of the LDMG to be valid.



2.6 LDMG OPERATIONAL DECISION-MAKING CAPABILITY


The LDMG Chair and LDC are authorised to make initial operational response coordination decisions on behalf of the full LDMG to initiate the disaster management arrangements and whilst acting in accordance with LDMG approved plans and procedures. The Chair and LDC have an exclusively operational response coordination function, which will not, at any time, replace the policy decision-making role of the full LDMG.



2.7 CORE MEMBER & ADVISORY ROLES & RESPONSIBILITIES OF THE LDMG

The following table details the membership and responsibilities of the LDMG as appointed in accordance with *Sections 33 and 34 of the Act*. All members have the necessary expertise or experience to assist the group undertake and meet its legislative requirements. Membership of the group includes any person acting in the capacity of an appointed member using a [DM13 form](#). When membership changes, notice is provided to the DDMG. If membership of the Chair or LDC changes, notice is to be provided to the SDCC.

Membership and contact details for each member is maintained in the restricted LDMG Emergency Contact List in Guardian IMS.

AGENCY	POSITION	STATUS	RESPONSIBILITIES
South Burnett Regional Council (SBRC) 	LDMG Chair – Councillor (Division 1)	Core	<ul style="list-style-type: none"> To chair LDMG meetings and to provide the primary link between the LDMG and Council To manage and coordinate the business of the group, to ensure, as far as practicable, that the group performs, its functions, to report regularly to the relevant district group, and the chief executive of the department, about the performance by the LDMG of its functions.
	LDMG Deputy Chair - Councillor (Division 3)	Deputy Core	<ul style="list-style-type: none"> Provide advice and support to the Chair and LDMG To chair LDMG Meetings in the absence of the Chair Provide a link between the LDMG and Council To participate in the issuing of public information and warnings.
	Local Disaster Coordinator – General Manager Infrastructure (GMI)	Core	<ul style="list-style-type: none"> To coordinate disaster operations for the LDMG, report regularly to the LDMG about disaster operations, to ensure, as far as practicable, that any strategic decisions of the LDMG about disaster operations are implemented Provide advice and support to the Chair and LDMG To activate the LDMP and LDCC when required.
	Deputy Local Disaster	Deputy Core	<ul style="list-style-type: none"> To undertake the functions of the LDC in the LDC’s absence.







Local Disaster Management Plan (LDMP)

	Coordinators – Manager Infrastructure Planning (MIP) / General Manager Corporate Services (GMCS)		Provide advice and support to the Chair, LDC and LDMG.
	Local Recovery Coordinator (LRC)	Advisor	<ul style="list-style-type: none"> • To undertake the functions of the LRC • To coordinate community support during disaster operations for the LDMG • Lead and coordinate recovery operations reporting regularly to the Local Recovery Group about recovery operations, to ensure, as far as practicable, that any strategic decisions of the LDMG about recovery operations are implemented • Provide advice and support to the Chair and LDMG. • To activate the Recovery Group and develop an event specific recovery plan when required.
	Chief Executive Officer (CEO)	Core	<ul style="list-style-type: none"> • Provide a link between the LDMG and Council
	Disaster Management Officer (DMO)	Advisor	<ul style="list-style-type: none"> • Support to the LDC
	Media Liaison Officer (MLO)	Advisor	<ul style="list-style-type: none"> • Preparation and dissemination of public information and warnings during an event <p>Responsibilities identified in Public Information and Warnings Plan.</p>







Local Disaster Management Plan (LDMP)

<p>Queensland Police Service (QPS)</p> 	<p>Officer in Charge (OIC) – Kingaroy or Murgon</p>	<p>Core</p>	<ul style="list-style-type: none"> Refer to pg. 94 of the State Disaster Management Plan Liaison between the agency and the LDMG.
<p>Queensland Fire & Emergency Services (QFES) (Fire and Rescue Service (FRS), Rural Fire Service (RFS), State Emergency Service (SES) and Emergency Management</p> 	<p>Area Commander FRS</p>	<p>Core</p>	<ul style="list-style-type: none"> Refer to pg. 90 and 91 of the State Disaster Management Plan Liaison between the agency and the LDMG.
	<p>Area Director RFS</p>	<p>Deputy Core</p>	
	<p>Local Controller SES</p>	<p>Deputy Core</p>	
	<p>Emergency Management Coordinator (EMC)</p>	<p>Deputy Core</p>	
<p>Queensland Ambulance Service (QAS)</p> 	<p>Officer in Charge (OIC) – Kingaroy or Murgon</p>	<p>Advisor</p>	<ul style="list-style-type: none"> Refer to pg. 89 of the State Disaster Management Plan Liaison between the agency and the LDMG.
<p>Queensland Health</p> 	<p>Director of Nursing (DON) South Burnett / DON Kingaroy</p>	<p>Advisor</p>	<ul style="list-style-type: none"> Refer to pg. 92 and 93 of the State Disaster Management Plan Liaison between the agency and the LDMG.






Local Disaster Management Plan (LDMP)

Queensland Government Departments 	Senior Advisor Community Recovery, Department of Communities, Housing & Digital Economy	Advisor	<ul style="list-style-type: none"> Liaison between the agency and the LDMG. Community Recovery advice to the LDMG.
	Principal Kingaroy State High School, Department of Education	Advisor	<ul style="list-style-type: none"> Liaison between agency and the LDMG.
	Queensland Reconstruction Authority Liaison Officer	Advisor	<ul style="list-style-type: none"> Liaison between agency and the LDMG.
	Senior Ranger, Queensland Parks & Wildlife Service	Advisor	<ul style="list-style-type: none"> Liaison between agency and the LDMG.
Telstra 	Account Executive	Advisor	<ul style="list-style-type: none"> Primary agency for the management and maintenance of the telecommunications network across all providers Liaison between agency and the LDMG.
Ergon Energy 	Area Operations Manager	Advisor	<ul style="list-style-type: none"> Primary agency for providing, maintaining and restoring power supplies Provide advice to the LDMG on power supply issues Provide safety information to consumers Liaison between the agency and the LDMG.
Stanwell 	Site Services Manager - Tarong Power Station	Advisor	<ul style="list-style-type: none"> Liaison between the agency and the LDMG.



Local Disaster Management Plan (LDMP)

Sunwater 	Area Operations Manager	Advisor	<ul style="list-style-type: none"> Liaison between the agency and the LDMG.
District Disaster Coordinator (DDC) 	DDC / DDMG XO	Advisor	<ul style="list-style-type: none"> Liaison between the agency and the LDMG Provide advice and support to the Chair and LDMG To participate in the issuing of Public Information and Warnings.
Australian Red Cross  Australian Red Cross	Emergency Services Liaison Officer	Advisor	<ul style="list-style-type: none"> Liaison between agency and the LDMG.

2.8 AUTHORITY OF LDMG CORE MEMBERS & ADVISORS

The core members and advisors of the LDMG should have:

- The authority to commit their respective organisation to the LDMG's decisions

**Local Disaster Management Plan (LDMP)**

- The ability to effectively navigate their respective organisations to seek approval for the commitment of their organisation resources
- A sound understanding of the QDMA and this LDMP.

2.9 STRUCTURE OF THE LDMG

The structure of the LDMG is depicted in Figure 4 below.



Local Disaster Management Plan (LDMP)

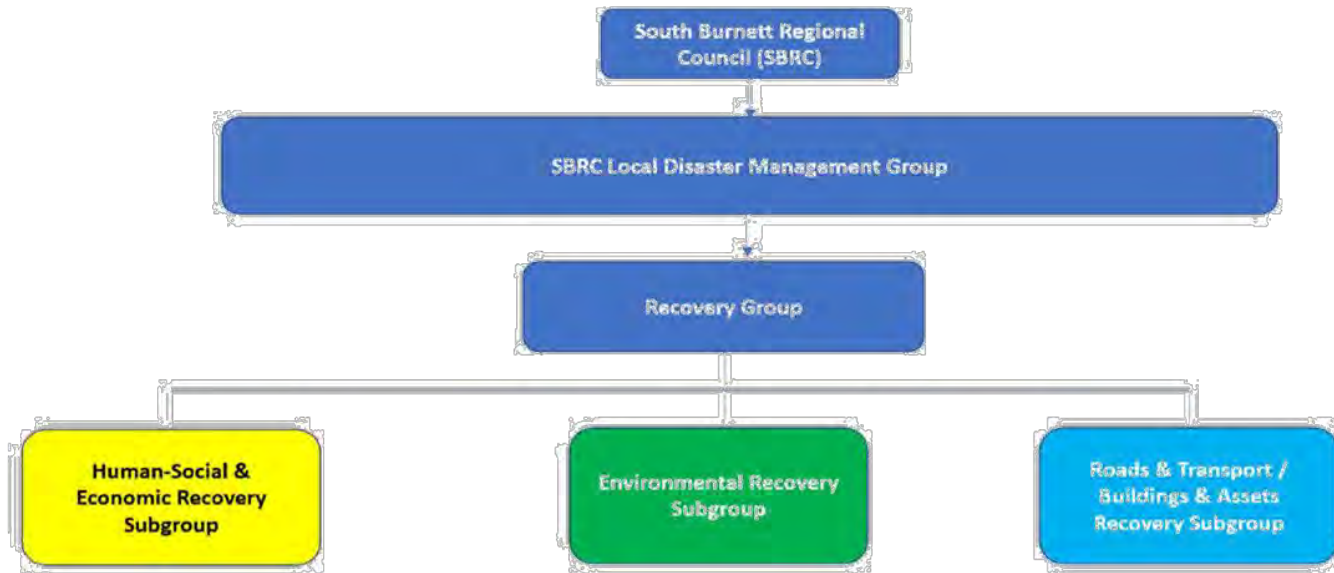


Figure 4: Structure of the SBRC LDMSG



2.9.1 LDMG Recovery Group & Subgroups

A single overarching Recovery Group may be formed. Alternatively, the LDMG Recovery Group may decide to activate one or more of its Recovery Subgroups as follows:

Human-Social & Economic Recovery Subgroup

The key function is to address the human-social and economic recovery aspects of a disaster. A Terms of Reference is available.

Environmental Recovery Subgroup

The key function is to address the environmental recovery aspects of a disaster. A Terms of Reference is available.

Roads & Transport / Buildings & Assets Recovery Subgroup

The key function is to address the infrastructure recovery aspects of a disaster. A Terms of Reference is available.

The Chair of the LDMG may establish additional temporary or permanent Subgroups where needed to manage the business of the LDMG.

2.10 TRAINING & EXERCISES

In an effort to provide an effective training program, the LDMG works closely with QFES to provide a coordinated program of training from the [Queensland Disaster Management Training Framework](#) (QDMTF) which outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role. Exercises will be used to help review the effectiveness of the LDMP. Exercises can take many forms from simple discussion type exercises to full scale operations.

2.11 POST EVENT PROCESSES

Following any exercises or disaster events that affect the region, the LDMG will ensure debriefing is undertaken and that a post-incident report is developed for SBRC which clearly articulates any lessons identified for the future.

2.12 CONTINUOUS IMPROVEMENT

The LDMG is committed to the practice of continuous improvement which involves disaster management processes and arrangements being regularly evaluated and improved to ensure they remain relevant, efficient, effective and flexible.



SECTION 3: DISASTER RISK MANAGEMENT

3.1 RISK BASED PLANNING

Disaster Risk Management is a critical element of all phases of PPRR. In Queensland risk-based planning occurs through the completion of the [Queensland Emergency Risk Management Framework](#) (QERMF) risk assessment process. The LDMP has recently commenced this process which is anticipated to take approximately two years to comprehensively complete.

The QERMF will replace the existing Natural Hazard Risk Assessment (NHRA) Report that was completed in 2012 (available on request). The NHRA Report contains an overview of the methodology used to identify and evaluate the source and possible consequences of risk, and the likelihood that those consequences will occur. It also identifies risk treatments and management options to enable SBRC to address vulnerabilities and build community resilience.

3.2 COMMUNITY PROFILE

An understanding of the community profile and the risks that underline potential hazards enhances the development of robust disaster management plans and thereby reduces the impact of disasters and community vulnerability.

3.2.1 Environment

Geography



Figure 5: Location of the SBRC LGA

The SBRC LGA covers 8,381.6 square kilometres. It is located in the Wide Bay Burnett Region of south-east Queensland, approximately 200 kilometres or 2.5hrs north-west of the Brisbane Central Business District (CBD).

The SBRC area is bounded by the North Burnett Regional Council area in the north, the Gympie Regional Council area and the Somerset Regional Council area in the east, the Toowoomba Regional Council area in the south, and the Western Downs Regional Council area in the west.

The SBRC area entirely surrounds the Cherbourg Aboriginal Shire, which is located in the east of the region.



SBRC's public office is located in Kingaroy with customer service centres at Blackbutt, Nanango, Murgon and Wondai.

Landscape

Located on the edge of the Great Dividing Range and set against a backdrop of the Bunya Mountains, the LGA is predominantly rural. The area encompasses a diverse range of country including natural bushland in State forest, to rolling hills and large expanses of rich agricultural and pastoral farmlands.

The region's watercourses, most notably the Boyne and Stuart Rivers and Barker/Barambah Creek, form the southern headwaters of the Burnett River catchment. Other smaller catchments in the region include the Condamine and Top of Brisbane.



Figure 6: Watercourses in the SBRC LGA

Climate and Weather

The SBRC area experiences a sub-humid, moderate-temperature climate, with a concentration of rainfall in the warmer half of the year (November to April) and a fairly



high degree of variability. Daily average temperatures are in the range of 12.2 to 25.7 degrees Celsius. The area receives an average annual rainfall of 769 mm. Short periods of heatwave conditions may be experienced. Occasional frosts occur around mid-winter.

3.2.2 Human-Social

Population

The SBRC estimated resident population for 2019 was 32,521 with a population density of 3.9 persons per square kilometre. Population growth assumptions from the SBRC Planning Scheme 2017 indicate that the population could grow to 41,254 by 2041.

Kingaroy is the major regional population centre of the LGA and is surrounded by Crawford, Memerambi, Wooroolin, Taabinga, Kumbia and Coolabunia villages.

Other South Burnett towns include Blackbutt, Murgon, Nanango, and Wondai, which are significant in terms of their distinctive country characteristics, strong communities and established facilities.

The villages of Coolabunia, Crawford, Benarkin, Kumbia, Maidenwell, Memerambi, Wooroolin, Tingoorra, Hivesville, Proston, Moffatdale, Bunya Mountains and Durong are sizeable communities with few local services.

The region also contains the Cherbourg Aboriginal Shire Council area and whilst not part of SBRC, any disaster affecting SBRC would most likely impact Cherbourg. At the 2016 census, Cherbourg had a population of approximately 1,296 persons.

At the 2019 census, 50.15% of the LGA population identified as male and 49.85% as female. The median age in the region was 46 years old, compared with 37.4 years old as the median age for Queensland. Children aged 0-14 years made up 19% of the population, people aged 65 years and over made up 24% of the population and the remaining 57% of the population were aged between 15 and 64 years old. The largest represented age group was those between 65 and 69 year old.

Cultural Diversity

At the 2016 Census, 5.5% of the population of the SBRC area identified as being of Aboriginal or Torres Strait Islander descent.

At the 2016 Census, 82.4% of people in the SBRC area indicated they were born in Australia. The most common other countries of birth included England, New Zealand, Philippines, Germany and Scotland.

At the time of the 2016 Census, 90.0% of people only spoke English at home. Other languages spoken at home included Filipino, Tagalog, German, Afrikaans and French.



Households

Of the 12,265 households counted in the SBRC area at the 2016 Census, 68.2% were family households, 28.2% were lone person households and 3.5% were group households. Family households include couple families with children, couple families without children and one parent families.

Dwellings

Data pertaining to dwellings obtained from the ABS 2016 Census indicates that there were 12,258 occupied private dwellings in the SBRC area. Of these, 92.0% were separate, detached houses, 2.6% were semi-detached row, terrace or town houses, 3.3% were flats, units or apartments and 1.7% were other dwellings such as caravans, tents and sheds.

At the 2016 Census, the SBRC area had a comparatively high proportion of home ownership with 39.7% of occupied private dwellings owned outright, compared with 28.5% in Queensland and 31% in Australia. A further 27.9% of South Burnett households were purchasing their house with a mortgage. The median monthly mortgage repayment in the region was \$1,159, comparatively lower than the Queensland median monthly repayment of \$1,733.

At the 2016 Census, 28.5% of SBRC area households were renting, with a median weekly rental payment of \$220 per week. This is significantly lower than the \$335 weekly rental average for Queensland.

Socioeconomic Disadvantage

The Australian Bureau of Statistics SEIFA 2016 by LGA Index of Relative Socio-economic Disadvantage, (IRSD) is an index that summarises the relative disadvantage of people and households within an area. The IRSD considers a range of economic and social condition variables to determine an area's relative disadvantage score. Indicators which are considered include the percentage of population who are on low income, unemployed, without internet, have no/low educational attainment, undertake low skilled employment, have health conditions, no personal transport, poor English, or are one parent families. A low score is indicative of a relatively greater general disadvantage in the population when compared with other areas.

In 2016, the SBRC area received a relative disadvantage score of 908. When compared to all Queensland LGA's, this score placed SBRC LGA in the 28th percentile, meaning the area had a proportionately higher level of relative disadvantage than almost two thirds of the State.



Vulnerable Persons

The SBRC area includes people who may be highly vulnerable to the impacts of disasters. In 2016, 2,937 people (or 9.1% of the population) reported needing assistance with core activities due to disability, 4.6% were aged over 80, and an estimated 183 people were homeless.

There are 5 aged care facilities located across the region:

- Canowindra Aged Care Facility, Kingaroy
- Orana Retirement Living & Aged Care, Kingaroy
- Castra Aged Care Facility, Murgon
- Karinya Aged Care, Nanango
- Forest View Residential Care Facility, Wondai.

An aged care facility is also located within the Cherbourg Aboriginal Shire Council area.

Within all communities, for any number of reasons, members may be or become vulnerable for short or longer terms. Such reasons include a reliance on mechanical life support systems (e.g. dialysis, ventilators), a culturally or linguistically diverse background, isolation, little social support or high levels of socio-economic disadvantage, visitors to the region, or chronic or acute health conditions. In 2017-2018 the Australian Bureau of Statistics found just under half of Australians had one or more chronic health conditions and 1 in 5 reported having a mental or behavioural condition (ABS, 2017-2018).

Community Preparedness and Capacity

Notwithstanding the limitations of a small percentage of the populace, the community is essentially regarded as having the capacity to respond to and recover from most hazard situations. The pragmatic and practical rural values in the community engender a significant degree of self-reliance, which brings stability, capability and sustainability.

Emergency Services

There is a solid base of emergency service response capacity spread across the region, as listed below:

Emergency Services	Locations
Queensland Police Service	QPS stations located at Nanango, Kingaroy, Wondai, Proston, Murgon, Kumbia and Blackbutt.
Queensland Ambulance Service	QAS Stations located at Kingaroy, Murgon, Nanango, and Proston.
Queensland Fire & Emergency Services (Fire Rescue Service)	FRS stations located at Kingaroy, Murgon, Nanango, Wondai, Proston, Cherbourg,



Local Disaster Management Plan (LDMP)

	Kumbia, Wooroolin and Blackbutt.
Queensland Fire & Emergency Services (Rural Fire Service)	RFS maintains brigades across the region. The Area Office is located at Kingaroy.
Queensland Fire & Emergency Services (SES)	SES facilities and depots are located at Murgon, Wondai, Proston, Kingaroy, Nanango and Blackbutt.

Medical Facilities

Public hospitals are located at Kingaroy, Murgon, Nanango, Cherbourg and Wondai, each with a Medical Superintendent and nursing staff. Kingaroy General is the region's main emergency care facility and is currently undergoing an expansion to establish a medical precinct to provide specialist and ancillary medical activities.

There is also the Lady Bjelke-Petersen Community Hospital in Kingaroy which is a five-bed acute care facility. This private hospital facility is owned by SBRC.

Primary Health Care

The co-ordination of primary health care delivery in the South Burnett is undertaken by the Darling Downs and West Moreton Primary Health Network office located at Toowoomba. There are ten GP Medical Practices and fourteen Community Health Centres based throughout the region.

An overview of Hospitals and Primary Health Centre services can be found at: <https://www.health.qld.gov.au/services/darlingdowns>

Education

There are over twenty-five public and private schools within the SBRC area and a TAFE campus at Kingaroy. A contact list is maintained as part of the LDMG Emergency Contact List – refer to Guardian IMS.

Social Support

The [South Burnett Community Directory](#) identifies a variety of government and not-for-profit social support services available in SBRC with providers offering various levels and types of services.

Recreation

The [South Burnett Community Directory](#) also identifies the Sporting Clubs and Recreation Facilities located in the major towns.



Annual Community Events

Community events can support preparation and recovery activities. The South Burnett region hosts several annual community events including:

- Blackbutt Avocado festival
- Kingaroy Baconfest
- South Burnett Gem, Rock and Lapidary Show
- Festival of Cycling
- Heritage Nanango Country Muster
- Nanango Funfest
- Wine and Food in the Park, Kingaroy
- Burrandowan Races
- Fishing Competitions at the Dams
- Town Shows.

3.2.3 Economy

The SBRC area relies on agricultural activities particularly cattle grazing, crop and cereal growing as well as forestry, energy production, retail and tourism for its economic viability. An economic profile of the SBRC LGA can be found here: <https://economy.id.com.au/south-burnett/infrastructure>

Workforce

At the 2016 Census, 39% of the SBRC population were in the labour force however 7.4% of these were unemployed. The most common occupations included Labourers 16.4%, Managers 15.4%, Technicians and Trades Workers 13.8%, Professionals 13.0%, and Community and Personal Service Workers 11.8%.

In 2019/20, the [Regional Development Strategy](#) identified major employment industries in the South Burnett included Health Care and Social Assistance 13.8%, Agriculture, Forestry and Fishing 12%, Retail 11.2%, Education and Training 10.1% and Manufacturing 9.4%. This demonstrates a stable base of employment across the region.

At the 2016 Census, the median weekly income for people aged 15 years and over in SBRC was \$478, lower than the Queensland weekly median of \$660. Of people aged 15 and over in SBRC in 2016, 11.5% reported having completed Year 12 as their highest level of educational attainment, 18.8% had completed a Certificate III or IV, 6.7% had completed a Diploma or Advanced Diploma, and 8.5% had a bachelor degree level or above qualification.



Agriculture & Production

The region has rich agricultural land that produces high quality agricultural products for both domestic and international markets. South Burnett is the peanut capital of Australia and home to the Peanut Company of Australia (PCA). Other agricultural pursuits include soy beans, navy beans, corn, wheat, barley and oats, dubosia, sorghum, watermelons, pumpkins, dragon fruit, stone fruit, dairy and beef, cheese making, freshwater fish and red claw, olives, lavender, free range pork, ham and bacon, duck, honey and various vegetables.

The region also boasts Swickers - Queensland's only export accredited pork abattoir. The Swickers Kingaroy Bacon Factory Pty Ltd is the largest employer in the SBRC LGA and is the largest pork processing plant in the southern hemisphere. The Swickers site processes over 90% of all pigs processed in Queensland.

Energy Production

Electricity generation is an important industry for the region. Tarong and Tarong North power stations, owned by Stanwell Corporation, are located in the south of the region. Coal is supplied to these stations from the adjacent Meandu Mine, also owned by Stanwell Corporation. A pipeline from Lake Wivenhoe also exists to provide water when dams in the local area are experiencing drought conditions.

Coopers Gap Wind Farm is located approximately 50km south-west of Kingaroy, adjoining the Western Downs LGA. It is one of the largest in Australia with a capacity of 453 megawatts, capable of powering approximately 264,000 Australian homes. A second approval for a windfarm in the South Burnett was approved in 2019 at Jumma Road, Ironpot for 16 new wind turbines. Construction of the project has not yet commenced.

Forestry

Forestry is an important industry, with numerous State and private-owned native forests. Queensland's largest hardwood processor is located in the area, as well as other hardwood processing facilities. The key towns are Wondai, Kingaroy and Blackbutt, and there are Department of Agriculture and Fisheries (DAF) and Hancock Queensland (HQ) Plantations work centres in the area.

Tourism

Tourism is a significant industry, including viticulture, eco-based, farm-stay and rural tourism.

South Burnett is Queensland's largest wine region and home to the State's largest vineyards with the local wine industry gaining momentum. There are currently 9



wineries and cellar doors, with the majority of these also providing bed & breakfast accommodation.

Camping grounds are located within the region's National Parks (Bunya Mountains & Emu Creek State Forest) and appeal to people from across Queensland. Camping and accommodation facilities are also located at Boondooma Dam, Bjelke-Petersen Dam, and Manar Park 4WD Recreation & Camping Facility.

The region has a wealth of natural assets and points of interest, including:

- Bunya Mountains National Park (part of)
- Cherbourg National Park
- Tarong National Park
- Boat Mountain Regional Park (part of)
- Cherbourg Regional Park
- Jack Smith Scrub Regional Park
- Reinke Scrub Regional Park
- Coomba Falls
- Numerous state forests
- Kingaroy Heritage Museum
- Murgon Dairy and Heritage Museum
- Roy Emerson Museum
- Wondai Heritage Museum
- Kingaroy Regional Art Gallery
- Wondai Regional Art Gallery
- South Burnett Energy Centre
- Kingaroy Observatory
- Boondooma Homestead
- The Lavender Farm at Pottique
- Brisbane Valley Rail Trail
- Kilkivan to Kingaroy Rail Trail.

Retail

The region has shopping centres located in the four main towns with one major shopping complex at Kingaroy. The smaller towns have shopping centres that cater for day-to-day needs.

3.2.4 Infrastructure & Essential Services

Road

The SBRC area is accessed by the following highways:

Highway	Direction	Area
Bunya Highway	South west to north east	Bunya Mountains to Murgon



Local Disaster Management Plan (LDMP)

Burnett Highway	South to north	Nanango to Goomeri
D'Aguilar Highway	Interconnection to the South east	Blackbutt to Kingaroy

There is 658km of sealed road network owned by the Department of Transport and Main Roads (DTMR) and 2,995km of road network owned SBRC, including 1,582km of unsealed roads. Additionally, there are 21 road bridges, of which 5 are timber and 16 concrete. The following bridges are considered critical to the transportation network:

Bridge	Location	Asset Owner
Stuart River Bridge	Memerambi Gordonbrook Road	DTMR
Taromeo Creek Bridge	D'Aguillar Highway	DTMR
John Krebs Bridge	Bunya Highway	DTMR
Angels Bridge	Murgon Barambah Road	DTMR
Stuart River Bridge	Proston Boondooma Road	DTMR
Daniels Bridge	Weens Road	SBRC
Marshlands Bridge	Silverleaf Road	SBRC

There is limited public transport within South Burnett, with only 1.1% of residents travelling to work by public transport at the time of the 2016 Census. Pursers, a private coach company, service from Caboolture train station, and within Kingaroy.

Air

The SBRC area includes the following aviation facilities:

Aerodrome	General Information
Kingaroy Aerodrome Warren Truss Drive	<ul style="list-style-type: none"> 1,600m x 30m bitumen sealed main runway with lighting 1,432m grass secondary runway 225 km North-West from Brisbane Accommodates up to & including EMBRAER 170/190 aircraft Automatic aircraft refuelling facility
Wondai Aerodrome Proston Road	<ul style="list-style-type: none"> Constructed grass runway with lighting 256 km North-West from Brisbane No aircraft refuelling available
Nanango Aerodrome Racecourse Road	<ul style="list-style-type: none"> Grass Runway 200 km North-West from Brisbane

Helipads are located at Murgon Hospital, Nanango Hospital, Kingaroy General Hospital, Kingaroy Airport, Wondai Airport, Cherbourg Hospital and Boondooma Dam.

Rail

Not applicable – rail trails only.



Gas

Bottled LPG is available to consumers.

Electricity

Power supply is managed by Ergon Energy and is sourced through the Powerlink transmission network connecting to power stations across Queensland, including stations near Kingaroy, Rockhampton and Gladstone. The SBRC area is served from the one 132/66kV Bulk Supply Connection Point, H18 Tarong substation. The Kingaroy, Yarraman, Nanango, Murgon and Proston systems consist of a 66kV sub-transmission network and a number of 66/11KV zone substations which distribute power across the area. Similar voltage substations supply Caboombah, Moore and Benarkin for water supply to Tarong North Power Station and Ellwoods Road, Melrose and Boondooma 66/11KV zone substations for water supply from the dam to the power station.

The electrical supply is vulnerable to external influences such as weather conditions or third-party events causing supply interruptions.

Wastewater

The Council operated sewerage systems, nine associated treatment plants and 238km of sewerage pipelines serve a total of 24,125 equivalent persons (EP). They are located in Kingaroy (12,500 EP), Wondai (2,500 EP), Boondooma Dam (75 EP), Murgon (2,400 EP), Nanango (2,500 EP), BP Dam (150 EP) and Blackbutt (2,000 EP). All of these systems rely on power from the local power supply authority. Loss of power supply from the supply authority will result in loss of power supply to the treatment facilities and pump stations and may result in untreated sewage overflows. Council has one (1) mobile standby generator to allow temporary operations of sewage pump stations. Backup support from waste transfer companies is also utilised if available. Kingaroy Wastewater Treatment plant has a standalone permanent backup generator to allow treatment to continue during power outages. No other treatment facilities have backup generator support.

Premises outside of declared sewerage areas utilise onsite wastewater treatment systems.

Public RV Sanitary Dump Points are located at Kingaroy, Blackbutt, Wondai, Moffatdale, Murgon, Nanango and Boondooma Dam.

Water

The townships of Kingaroy, Wondai/Tingoora, Proston, Murgon, Nanango and Blackbutt have reticulated potable water supply schemes. Kumbia and Wooroolin have non-potable reticulated water supplies. Council is the provider, with 11 water supply



schemes in operation and servicing 601 km water supply pipelines. Private dwellings without access to reticulated water utilise bore, rain, creek or purchased water.

During severe weather events, flood water may infiltrate the reticulated supply or high turbidity might result in boil water notices for extended periods of time. Power is required to support water distribution and treatment. Extended power failures will lead to a loss of reticulated water supply.

Referable Dams

There are five referable dams in the region which are critical for water storage, supply and distribution.

- Boondooma Dam
- Bjelke-Petersen Dam
- Gordonbrook Dam
- Cooling Water Dam
- Meandu Creek Dam.

Refer to the hazards section at 3.3.2 for further detail.

Data & Communications

Similar to other regional areas of Queensland, landline and mobile voice communications services are provided by Telstra, Optus and Vodafone, with a variety of other smaller providers supporting the communications network. The region has moderately reliable coverage with some black spots.

Fixed line, Wi-Fi and Mobile internet data services are available through a range of service providers however, in the 2016 census, 22.8% of dwellings reported that they did not access internet from home off any device, including from computer, mobile, tablet or other device. Some towns and communities in the region have limited or no mobile / internet service. In recent years funding has been granted to address some mobile blackspots.

Broadcast Radio

The broadcast radio communication network from Cushnie provides service to the region.

Two-Way Radio

SBRC two-way radio equipment is located at:

- Proston – Telstra Tower
- Durong – Council Monopole



Local Disaster Management Plan (LDMP)

- Murgon – Crown & Castle Tower
- Kingaroy – Council owned Tower
- Blackbutt - Council owned Water Tower.

Key Community Facilities

Throughout the region there are a number of key community facilities and large public spaces including:

- Council libraries/facilities/halls at Kingaroy, Murgon, Nanango, Blackbutt, Proston and Wondai
- Council work depots at Nanango, Kingaroy, Wondai and Murgon
- Court Houses at Kingaroy, Murgon and Nanango
- Kingaroy State High School Indoor Sports Centre
- Racecourses and Showgrounds
- Parks and reserves
- Shopping Centres
- Swimming pools

Proposed Future Township Development

Based on the [Town Planning Scheme 2017](#), Kingaroy will retain its relaxed, country lifestyle quality and cultural importance while expanding on its service level provision for local communities, agriculture and major industry. With Kingaroy as the main hub, the town centres of Murgon, Nanango and Wondai will develop further to provide an ancillary local level support to communities while generating employment and economic activity.

The region's cultural heritage is protected to maintain the link between the current community and the historic values that contributed to its establishment. This is also an important aspect of the local tourism economy. The SBRC has developed a [Local Heritage Register](#) which identifies 78 places of local heritage significance. 25 of these are included in the [Queensland Heritage Register](#).



3.3 HAZARDS

There are a number of natural and non-natural hazard events which may impact the communities of the SBRC area. The most prominent of these are outlined below.

3.3.1 Natural Hazards

Severe Storms and Tropical Cyclones

The SBRC area has been impacted by severe storms, including supercells, thunderstorms and hailstorms, and on rarer occasions mini tornados, tropical lows and cyclones. Most likely to occur between October and April, such storms can bring high winds, rainfall and flooding. Each has the potential to cause widespread destruction to property, livestock and the environment while putting lives and livelihoods at risk. It is likely for such storms to cause disruption, damage or loss to power and telecommunication networks, water and sewerage treatment plants, road networks and/or other essential services and businesses. There is the potential for both evacuation and the isolation of communities as a result of these weather events. Climate change predictions suggest that future weather events may be more intense.

Flooding

Major riverine flooding in the catchment is relatively infrequent. However, under favourable meteorological conditions such as a tropical low-pressure system, heavy rainfalls can occur throughout the catchment which can result in significant river level rises and flooding. The areas likely to be impacted can be determined from flood mapping held by Council and those affected can be pre-warned.

In recent years, the area has experienced two Q-200 flood events and numerous other smaller scale floods. The [Flood Hazard Overlay Mapping](#) in the SBRC Planning Scheme indicates the flood risk for the region – refer Figure 7.

Additionally, the Australian Government has developed an interactive map which identifies numerous locations within the SBRC area that are at risk of flooding, refer: <https://floodcheck.information.qld.gov.au/>.

Flash flooding usually results from relatively short intense bursts of rainfall, commonly from thunderstorms. This flooding can occur in any part of the SBRC but is a particularly serious problem in areas where drainage systems may not cope and in very small creeks and streams. Flash floods tend to be quite local, and it is difficult to provide effective warning because of their rapid onset.



Flood waters in the SBRC typically rise and fall rapidly, posing risk of drowning; inundation and damage to property and critical infrastructure; isolation of individuals and major agricultural activities; potential for evacuation; and disruption and damage to businesses and industry.

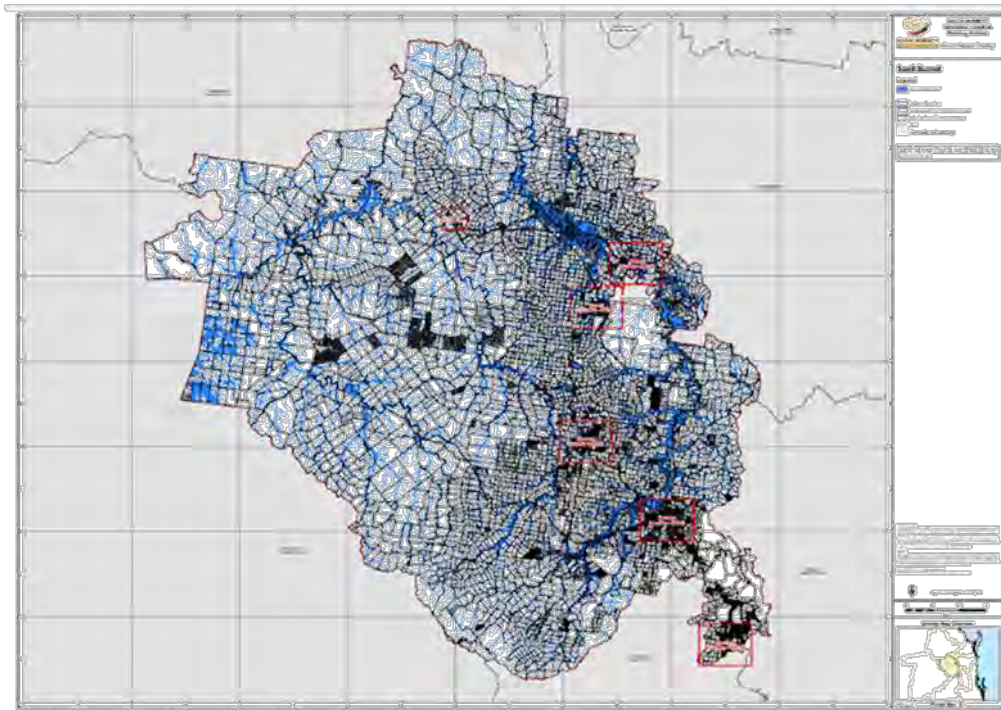


Figure 7: SBRC Flood Hazard Overlay

Bushfire

The threat of bushfire is a seasonal risk, officially commencing on August 1 and continuing until the start of the wet season. The threat fluctuates from low to very high and is dependent upon variables such as temperature, humidity, frosts, wind direction, rainfall, vegetation growth, and existing fuel load. Bushfires can be caused by natural occurrences such as lightning strike, be accidentally started or be deliberate acts of arson.

The [Bushfire Hazard Overlay Map](#) in the SBRC Planning Scheme indicates the bushfire risk for the region with medium, high and very high bushfire risk potential – refer Figure 8.

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) in conjunction with the Queensland Fire and Emergency Services (QFES) have conducted [State-wide mapping of Bushfire Prone Areas](#). This mapping considers landscape slope, potential fuel load, fire weather severity, potential bushfire intensity classes, potential impact buffers, grassfire prone areas and low hazard areas.



Local Disaster Management Plan (LDMP)

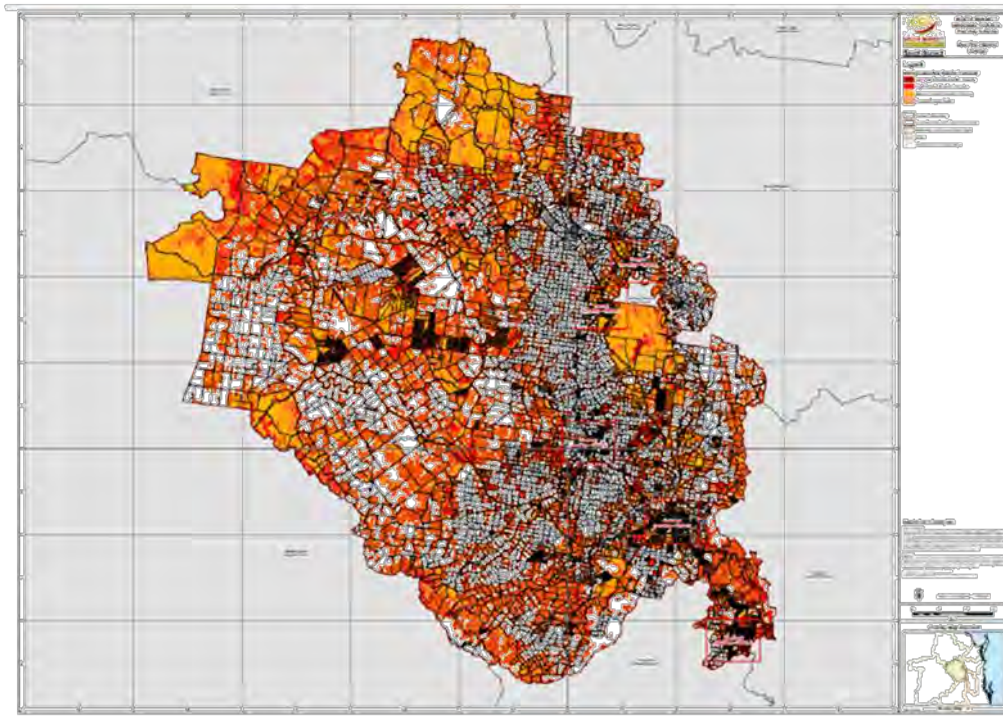


Figure 8: SBRC Bushfire Hazard Overlay

The farming land which surrounds towns within the region acts as a buffer, isolating farm buildings from relatively heavier vegetated areas, and offering some protection from bushfires. Scattered rural residential properties (often with absentee landowners) in timbered areas and properties bordering National Parks are particularly susceptible to bushfires. Extensive forestry plantation areas in the region are also susceptible to bushfire. Our rugged terrain in certain areas of the region makes access for bushfire fighting difficult. The Queensland Parks and Wildlife Service of the Department of Environment & Science is responsible for managing the National Parks in the region and is jointly responsible with the Queensland Department of Primary Industry and Forestry for management of forestry areas.

Bushfire impacts are potentially harmful to people and property through flame attack, radiant heat exposure, ember attack, wind attack, smoke hazard and convective heat exposure. The terrain and conditions can pose additional hazards to those fighting fires. Impacts can include possible injury or death to people, animals and livestock; loss, disruption or damage to property, buildings, critical infrastructure, essential services, businesses, agriculture and vegetation; blocked road networks; isolation of communities; and potential for evacuation.



Landslides

Landslides can be caused by earthquakes or volcanic activity, but in Queensland, they are generally caused by human activity or heavy rain. The rain saturates the soil on a hillside, often where there has been human activity (e.g. construction where trees and plants have been removed), past the point where any remaining vegetation can support the soil's weight against the force of gravity. The top saturated layer of soil, and everything on it, then slips down the hill. In areas burned by bushfire, there can be a lower threshold to rainfall. While some landslides can be slow, sudden, rapid events are the most dangerous due to lack of warning and force of impact.

The [Landslide Hazard Overlay Map](#) contained in the SBRC Planning Scheme 2017 indicates landslide hazard areas in East Nanango and the Bunya Mountains – refer Figure 9. Landslides can cause injury or death to people and animals, cause environmental degradation, damage property, buildings, roads, railways, pipelines, communication networks and agricultural land, interfere with supplies and isolate communities.

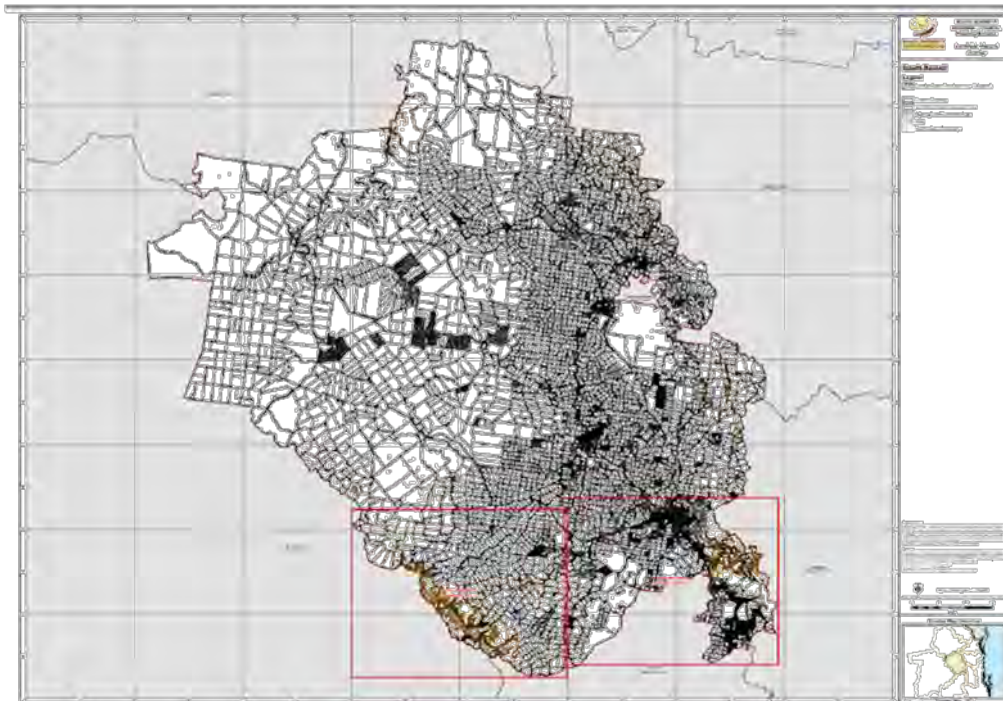


Figure 9: SBRC Landslide Hazard Overlay

At the time of writing, there were no historical landslides listed within the SBRC area on Geoscience Australia's National Landslide Database (last updated June 2018), however, landslides can occur at any time and with little to no warning.



Earthquakes

Recent historical data exists in relation to tremors that have caused evacuations and minor damage in and around the SBRC LGA and the Wide Bay Burnett region, but none appear to have caused great concern. [Geoscience Australia](#) mapping shows the area as having a comparatively low chance of experiencing a damaging earthquake. Notwithstanding, the existence of even a slightly volatile seismic environment acts as a prompt for maintaining situational awareness of the threat, and its possible consequences.

Heatwaves

The SBRC area is vulnerable to heat waves. In the last 200 years, severe and extreme heatwaves have taken more lives than any other natural hazard in Australia (BoM, 2013). The [National Heatwave Forecasting and Assessment Service](#) is a Bureau of Meteorology (BoM) product, which operates from the start of November to the end of March. It provides warning of unusually hot conditions allowing government, emergency services and communities' time to adopt measures to reduce the impact.

Droughts

A drought is a long, dry period when there is not enough water to meet people's needs. Droughts are extreme climatic events that can have long-lasting effects on people, crops and animals. Since March 2017, the entire SBRC area has been declared in drought. Given the region's strong agricultural industry, this has economic, environmental and social impacts. Drought is not considered a disaster in Queensland and is not managed using the QDMA. A [Drought Relief Assistance Scheme](#) for Primary Producers is available through the State.

Climate change

Climate change will likely exacerbate the frequency and severity of natural hazard events. Climate change predictions indicate that the region can expect to be increasingly affected by higher temperatures, hotter and more frequent hot days, harsher fire weather, reduced rainfall with more intense downpours, and fewer frosts. Adaptative measures should be considered to manage future climate risks. A Queensland Government [Emergency Management Sector Adaptation Plan for Climate Change](#) is available.

3.3.2 Non-natural Hazards

Infectious Disease Outbreak

Infectious disease is a broad term covering a range of different diseases that can be spread, directly or indirectly, from one person to another. A pandemic is a disease outbreak that occurs worldwide when a new strain of virus emerges to which no-one is



immune; the virus causes disease in humans; and the virus is easily spread between humans. In recent times, at least three pandemics have posed a threat to Australia. The avian influenza outbreak in 2003, the swine flu influenza in 2009 and the current coronavirus COVID-19 pandemic. Such outbreaks can challenge or overwhelm the health system, can involve the isolation and quarantine of large numbers of people for a protracted period, cause widespread economic and social disruption and can result in large numbers of fatalities or people with serious illness.

Animal Diseases

The social, economic and environmental consequences of an infectious disease outbreak in animals could be catastrophic to the SBRC area. Although Australia is currently free of many of the world's worst animal diseases including Foot-and-mouth disease, Bovine Spongiform Encephalopathy (BSE) and African Swine Fever, it has recently been threatened by other diseases, such as Equine Influenza, Avian Influenza, Australian Bat Lyssavirus, Anthrax and Hendra Virus. Foot-and-mouth disease has been identified as the single biggest threat to Queensland's livestock industry and an outbreak could be devastating to the local economies of the SBRC area. Some diseases, known as Zoonoses, can spread from animals to humans.

Plant Pests & Diseases

Queensland is fortunate to be free from many of the world's most damaging plant diseases, pests and weeds as a result of Australia's strong biosecurity system. Invasive pest species such as Fall Armyworm and [invasive weed species](#) such as lantana camara and navua sedge can have far reaching impacts. Pests and weeds have the potential to damage natural environment eco-systems, increase fire risk and infrastructure maintenance costs, reduce productivity and profitability, limit the long-term sustainability of the regions agricultural and natural resources and potentially affect human health and peoples' livelihoods. Biosecurity measures have been implemented to try to stop the spread of plant pests and diseases and South Burnett is currently part of the papaya ringspot biosecurity zone and zone 4 of the sugarcane biosecurity zone. It is currently just outside of the grape phylloxera biosecurity zone but with expanding viticulture, the region should remain vigilant.

Vector Borne Disease

Vectors are living organisms that spread infectious diseases from one host to another. Many vectors are bloodsucking insects (e.g. mosquitoes, ticks, sandflies) which ingest disease-producing microorganisms during a blood meal from an infected human or animal host and then inject it into a new host during a later blood meal. With the combination of climate change, increasing globalisation, international travel and transport of goods, disease vectors have moved across boundaries into new territories. A major health threat globally, some vector-borne diseases are notifiable under the *Public Health Act 2005*.



Mosquitoes cause more deaths than any other disease vector. In Queensland, the most common mosquito-borne diseases are Ross River Virus, Dengue and Barmah Forest Virus although less common Kunjin virus disease and Murray Valley encephalitis (MVE) have also been infrequently reported. The SBRC area does have a number of types of mosquitoes including the *Aedes aegypti* mosquito, known to spread Dengue and Zika.

Referable Dams

Within the SBRC area there are five (5) referable dams. Referable dams are those that could potentially cause loss of life should an emergency occur affecting the dam.

Boondooma Dam is on the Boyne River on the boundary of Boondooma and Proston. It was constructed in 1983 to provide a water supply for the Tarong Power Station via a 100km pipeline. In recent years, it has been further developed to provide a major recreational area for the region. The dam is owned by Sunwater and an [Emergency Action Plan \(EAP\)](#) is available. The Population at Risk (PAR) varies significantly dependent upon the nature and scale of the event. Approximately 90% of the 8,607 PAR are located downstream of Paradise Dam, outside of the SBRC LGA. The dam storage level can be checked here: <https://www.sunwater.com.au/dams/boondooma-dam/>

Bjelke-Petersen Dam also known as BP Dam or Lake Barambah, is located 12km south of Murgon. The dam provides water for the agricultural industry and a major recreational area for the region. The dam is owned by SunWater and an [EAP](#) is available. The PAR is the Cherbourg Aboriginal Shire Council. The dam storage level can be checked here: <https://www.sunwater.com.au/dams/bjelke-petersen-dam/>

Gordonbrook Dam is located 21 km north of Kingaroy. Originally built in 1941 to support WWII efforts, the dam now provides a water supply for Kingaroy. Picnic areas and walking tracks are available; however camping, swimming, fishing and boating is not permitted. The dam is owned by SBRC and an [EAP](#) is available. Up to 12 properties could be affected depending on the scenario. The dam storage level can be checked here: <https://www.southburnett.qld.gov.au/gordonbrook-dam/gordonbrook-dam-recreation-area/1>

Cooling Water Dam is located approximately 1km north-west of Tarong Power Station and 11km south-west of Nanango. The water in the dam is supplied from Wivenhoe and Boondooma Dams and is used at the power station in cooling processes. The dam is owned by Stanwell Corporation Ltd and an [EAP](#) is available.

Meandu Creek Dam is an auxiliary water supply and licensed discharge facility for Tarong Power Station. It is located on the upper catchment of the Meandu Creek close to the Cooling Water Dam. The dam was constructed in 1982 and is currently owned and operated by Stanwell Corporation Ltd. An [EAP](#) is available.



Failure or disruption of essential services

The failure of critical infrastructure which provides essential services such as water, wastewater, waste management, power, information and communication would have varied, widespread implications. There is the potential for a “ripple effect”, where the failure of one essential service may lead to progressive failures of other essential services – e.g. loss of power could potentially lead to loss of communications, loss of reticulated water supply and loss of sewage treatment capability. It is important to note that it is possible that any infrastructure failure affecting the area, could likely have State-wide and possibly national consequences, resulting in a lack of external support capacity to assist in recovery activities. In addition to the human-social and economic impacts, any loss of essential services can impede the ability to respond to an event locally.

Other Major Incidents

Major or unusual incidents could occur in any number of settings and are difficult to foresee or predict. Such events have the potential to happen quickly with little to no warning and could potentially require a protracted response by LDMG agencies. Some examples include a structural collapse, a major fire, explosion or hazardous materials (HAZMAT) release at a key site (e.g. Swickers, Meandu Coal Mine), a HAZMAT incident or on the transportation network, a mass casualty event, an act of terrorism or the risk of space debris entering the atmosphere. It is important to consider the likelihood and severity of these types of hazards and their impacts on people, infrastructure, the local economy and the environment.

It is important to be aware of events happening in other regions which may impact on the SBRC area. Examples may include mass evacuation from the coast as a result of a Tsunami or Cyclone. People may also choose to move from more densely populated regions in times of epidemic/pandemic with the expectation of greater safety in more regional locations.

Additionally, certain local events could bring a larger influx of people to the region which may impact the response to the above hazards.

3.4 RESIDUAL RISKS

The LDMG recognises its treatment options will not always be adequate and residual risk will remain. Residual risks are the risks which remain after the LDMG has applied the risk mitigation strategies within their capacity, but those strategies have not sufficiently reduced or eliminated the risk.

The following is a list of identified risks that are not within the capacity of the LDMG to address and are therefore deemed to be Residual Risks to be escalated to the DDMG. This list is not exhaustive and further residual risks will likely emerge as the QERMF is progressed.



Local Disaster Management Plan (LDMP)

Issue	Current Capacity	Residual Risk	Can Council assist?
Evacuation of entire community	Limited capacity exists to evacuate the whole community.	Request to District for assistance	Limited
Multiple houses damaged especially those involving multi-casualty scenarios	There is a risk that emergency services response to any disaster event will be severely compromised as a result of insufficient response capacity.	Request to District for assistance	Limited
Asbestos contamination from damaged buildings	The community has limited personnel trained in or equipped for asbestos removal. External expertise will be required.	Request to District for assistance	Limited
Managing multiple Evacuation Centre Facilities	Limited capacity exists to manage and staff evacuation centre facilities.	Request to District for Assistance	Limited
Various Public Health Risks	The community has a small team of EHO's. In a major event, professional EHO assistance will be required for a range of public health/environmental health issues.	Request to District for assistance	Limited



SECTION 4: PREVENTION

4.1 PREVENTION

Prevention includes those measures to eliminate, mitigate or reduce the likelihood of a disaster event occurring, or the severity of an event should it eventuate.

Hazard mitigation is the action taken in advance of a disaster, aimed at eliminating or reducing the impact on communities, the economy, infrastructure and the environment.

The implementation of appropriate and targeted mitigation initiatives can offer more sustainable cost savings to communities and government in the event of a disaster and result in safer, more resilient and sustainable communities.

4.2 LAND USE PLANNING

Land use planning in areas that are exposed to natural hazards can significantly reduce disaster risk, the impact of hazards should they arise and enhance the resilience of existing and future communities. Regulating the use and development of land is a key strategy to avoid risk to life, property and environmental systems and reduce damage and disruption to the community within the SBRC area.

The [South Burnett Planning Scheme 2017](#) provides a framework under the Sustainable Planning Act 2009 for managing development within the region over the next 20 years. The Planning Scheme uses a series of overlays as a means of influencing development to mitigate or reduce the effects of hazards:

- [Bushfire Hazard Overlay](#)
- [Flood Hazard Overlay](#)
- [Landslide Hazard Overlay](#)

4.3 BUILDING CODES, REGULATIONS AND LEGISLATION

The application of building codes and building use regulations aims to ensure that buildings and infrastructure are designed and constructed to standards that reduce the likelihood of damage and injury in an event. Standards and codes should be referred to and enforced particularly for the design and construction of major infrastructure and components of essential services.



4.4 DESIGN IMPROVEMENTS

Design improvements to infrastructure or services can be engineered to provide a greater level of resilience. Design improvements can be applied to new infrastructure or to harden existing infrastructure or when considering betterment works during the reconstruction phase. Ensuring the reliability of critical infrastructure and services supports the communities social and economic wellbeing.

4.5 HAZARD REDUCTION

Each agency of the LDMG is responsible for implementing appropriate hazard reduction programs for risks under their control. As an example, QFES, SBRC and various landowners undertake an annual hazard reduction program for bushfires. This includes a program of fuel reduction and back-burning, maintenance and development of fire breaks and SBRC plays an active role on the Fire Management Committee which provides strategic fire mitigation programs, operational preparedness and response, risk identification and hazard reduction burning for the SBRC area.

4.6 CONTINUOUS IMPROVEMENT

The practice of continuous improvement involves disaster management processes and arrangements being regularly evaluated and improved to ensure they remain fit for purpose, efficient, effective and flexible.



SECTION 5: PREPARATION

5.1 LDMG PREPAREDNESS & CAPACITY BUILDING

Effective disaster response and recovery activities begin with preparedness and awareness raising activities that are conducted on an ongoing basis, in advance of any potential disaster to ensure that if an event occurs, communities, resources and services are able to cope with its effects.

LDMG preparedness relates to having arrangements in place to ensure that, should a disaster occur, all the resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.

Capacity building occurs across the phases of prevention and preparation and is built through activities that ensure ongoing improvement of the disaster management arrangements. The implementation and delivery of LDMG meetings, workshops and training and exercises are critical elements in the continuous improvement of disaster management capacity building.

5.2 COMMUNITY PREPAREDNESS & CAPACITY BUILDING

Section 30 of the Act requires the LDMG to ensure that the community is aware of ways of mitigating the adverse effects of an event and preparing for, responding to and recovering from a disaster.

The LDMG recognises that local knowledge is invaluable to the disaster planning process and that the community plays a key role in contributing to its own safety. The LDMG advocates that everyone can prepare for disasters in ways that can reduce the impact on your home, family, friends, pets and you. Being prepared in advance can make emergencies less stressful and save precious time.

The LDMG community education and awareness programs focus on creating resilient communities. Resilient communities are those that understand the risks they face, how to prepare themselves, their home and their community for the possibility of a disaster event to minimise impacts, can adapt to the circumstances, recover quickly and emerge stronger than their pre-disaster state.

5.2.1 Queensland Strategy for Disaster Resilience

Queensland is the most disaster impacted state in Australia. By necessity, Queenslanders are renowned for their resilience and ability to adapt, with a strong community spirit that supports those in need to withstand and recover from disasters. The preparedness and resilience of individuals and communities is a shared responsibility of all sectors, including all levels of government, business, NGO's and



individuals. Disaster resilience is significantly increased by proactive planning and preparation for the protection of life, property and the environment through an awareness of hazards, associated risks and local disaster management arrangements.

The [Queensland Strategy for Disaster Resilience](#) is the guiding instrument for realising the vision to make Queensland the most disaster resilient state in Australia and is underpinned by four key objectives:

- Queenslanders understand their disaster risk
- Strengthened disaster risk management
- Queenslanders are invested in disaster risk reduction
- Continuous improvement in disaster preparedness.

5.2.2 Get Ready Queensland Initiative

The LDMG has undertaken a series of community forums, presentations, displays and community awareness days as part of promoting the annual Get Ready Program in the SBRC area. These community engagement programs aim to build resilience in preparation for seasonal hazards (e.g. severe storms, bushfires, floods). These programs are aimed at empowering individuals and the community to understand their local risks and take pre-emptive action to prepare themselves, their families, homes and businesses in the event of disaster. The [Get Ready Queensland](#) program promotes three steps to Get Ready:

Step 1: Have an Emergency & Evacuation Plan

The first step in being prepared is to have a Get Ready Plan. An emergency and evacuation plan will ensure everyone in your household knows exactly what to do if the worst happens. It is designed to keep you and your household members connected and safe in the event you become separated and/or you lose mobile phone connectivity.

You will need to consider the hazards that could affect your home and neighbourhood. Depending on where you live, there may be some obvious ones like bushfires or severe storms.

Consider also the possible resulting effects of a disaster such as extended power outages, disruption to transport services and the potential for your home and/or community becoming isolated for a period of time. Think about where you might go if you weren't able to go home, or you had to leave home because of a disaster.

Know where to get information before, during and after a disaster:

1. Listen to local radio – ABC Radio is the national carrier, and the local broadcaster can be found at 100.1FM & 855AM ABC Wide Bay or 747AM ABC Southern Queensland, depending on your location. You can also listen to local radio station 90.7 Crow FM / 89.1FM for updates during an event.



2. Follow rolling updates on the [Disaster Dashboard](#)
3. Follow updates from Council's social media: [Twitter](#), [Facebook](#), [Instagram](#)
4. Weather and warning updates: [Bureau of Meteorology](#)

You might want to involve your neighbours in developing your plan - neighbours who are elderly or have special needs may need your assistance. It is important to take the time to get to know your neighbours so that during a disaster and times of need your community is prepared to help each other. Do not forget to consider what you will do with your pets and animals.

You can complete your own tailored household emergency and evacuation plan online at: <https://www.getready.qld.gov.au/plan>.

[Step 2: Pack your Emergency Kit](#)

Disasters can cause major disruptions to essential services like power, gas and water, and access to supermarkets and pharmacies for crucial supplies. Pulling together supplies and preparing your household emergency and evacuation kits early is the second step you need to take to Get Ready.

A household emergency kit contains items you may need if you have to stay in your home when essential services have been cut off and an evacuation kit includes the additional items you may need if you have to evacuate your home. These kits should be stored in an easy to reach place which is known to all family members.

A comprehensive list of items is available at: <https://www.getready.qld.gov.au/get-prepared/3-steps-get-ready/step-2-pack-your-emergency-kit>

[Step 3: Make sure you're covered](#)

Since 2011, Queensland has been hit by more than 70 significant natural disasters. Many people have found out too late that they did not have enough home and contents insurance cover for their property and assets. Regardless of whether you are a home owner or a renter, this can be extremely costly and stressful. Step 3 to Get Ready, wherever you live in Queensland, is to make sure your home and contents insurance cover is enough to cover the cost of rebuilding your home and or replacing your contents or possessions.

5.3 DISASTER DASHBOARD

The SBRC Disaster Dashboard provides a one stop shop site for the community to access BoM weather warnings, up-to-date information on road closures, power outages, evacuation centres, helpful contacts as well as links to other useful disaster related information and our social media sites.



SECTION 6: RESPONSE STRATEGY

6.1 ACTIVATION OF LDMG

Timely activation of the LDMG is critical. The LDMG will activate in response to an actual or threatened disaster event which will likely have significant community consequences and requires a coordinated response and / or recovery effort.

The decision to activate is based upon defined triggers and the perceived level of threat. The authority to activate the LDMG is at the discretion of the LDMG Chair based on the nature and scale of the event. The LDMG Chair will consult with the full membership where time permits.

6.2 ACTIVATION CRITERIA

The disaster management system at a local level, involving the LDMG, may be activated for any number of reasons. The following decision criteria should be employed (if yes is answered to any of the following the LDMG should be activated):

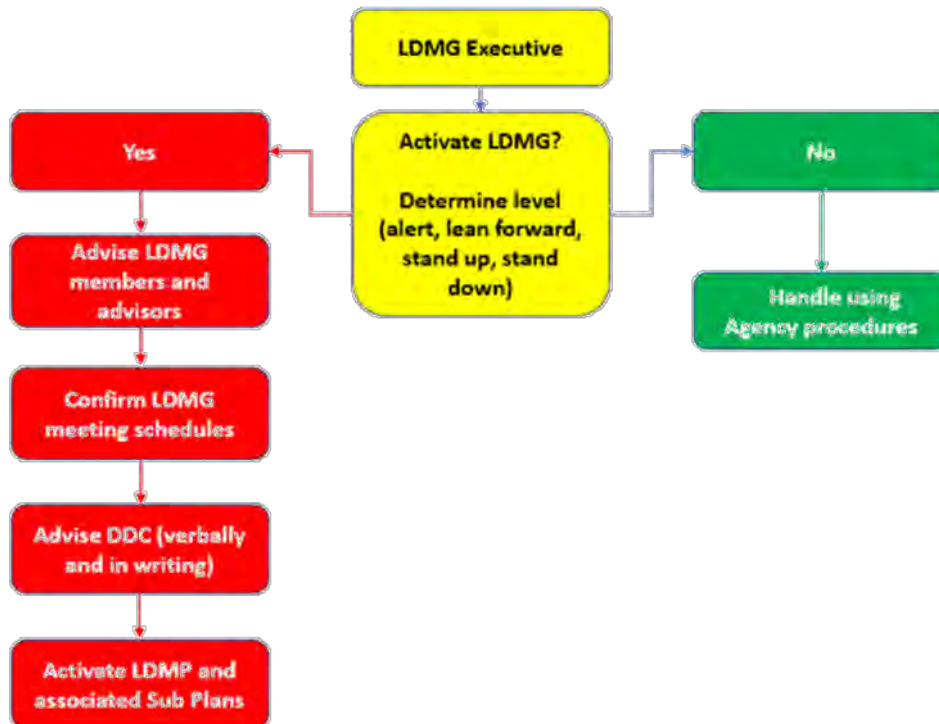
- Is there a perceived need relative to an impending hazard impact which requires multi-agency coordination?
- Has there been a request from a response agency, to provide resource support and coordination in support of operations?
- Has there has been a request / direction from the DDC to activate the LDMG?
- Has there been a sudden impact event which requires involvement of the LDMG in one or more phases of PPRR?

6.3 ACTIVATION OF LDMP & SUB PLANS

The LDMP will be activated automatically whenever the LDMG activates. The LDC is responsible for activating approved Sub Plans as required by the nature and circumstances of the event.



6.4 NOTIFICATION FLOWCHART



6.5 NOTIFICATION PROCESS

The LDMG Chair & LDC will maintain situational awareness in relation to events that have the potential to require the activation of the disaster management system.

When a decision is made to activate the LDMG, the appropriate activation level will be determined and communicated to LDMG members.

The initial LDMG meeting will be scheduled, and further meetings agreed where necessary.

The DDC will be advised verbally and in writing that the LDMG has activated.

This LDMP will be automatically invoked and the LDC will invoke associated Sub Plans as required by the nature and scale of the event.



Local Disaster Management Plan (LDMP)

6.6 ACTIVATION LEVELS

	Triggers	Actions	Communications
ALERT	A heightened level of vigilance due to the possibility of an event.	Monitor situation closely – watching brief. Initial advice to all stakeholders Refer LDC Checklist.	Chair and LDC communicating remotely.
LEAN FORWARD	Operational state prior to ‘stand up’. Heightened level of situational awareness and a state of operational readiness.	Ensure relevant facilities are set up and rosters developed as required (e.g. LDCC, Evacuation Centres) Formal briefing of LDMG Public information and warnings initiated Refer LDC Checklist.	Chair, LDC and LDMG members on mobile and monitoring email remotely Ad-hoc reporting.
STAND UP	Threat is imminent. Community has been or will be impacted. Resources are mobilised, personnel are activated, and operational activities commence.	Activate staff and facilities as needed (e.g. LDCC, Evacuation Centres) Manage disaster operations.	Formal SITREP reporting.
STAND DOWN	Transition from responding to an event back to normal core business and/or recovery operations.	Implement plan to transition to recovery Debriefing and identification of lessons.	FINAL response SITREP to DDC.



6.7 RESPONSE PRIORITIES

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

The following priorities apply to any response:

- Preservation of life
- Protection of critical infrastructure and property
- Safeguard the economy
- Protect the environment.

6.8 RESPONSE PRINCIPLES

The LDMG will:

- Activate early to prepare and to plan for the response and coordination of disaster operations
- Work closely with the responsible lead agency and the DDMG to manage and coordinate disaster operations
- Provide warnings, alerts and public information early and consistently to the community or those who need it
- Ensure disaster operations and response activities are coordinated
- Ensure resources are accessed and used effectively
- Provide support to meet community needs
- Provide situational reporting.

6.8.1 Responsible Lead Agencies

The LDMG will ensure the responsible lead agency is supported by the disaster management system during their response to an event. The responsible lead agencies for each hazard can be found in the [State Disaster Management Plan](#) – refer pg. 47-50.

6.9 DISASTER DECLARATION

In accordance with *section 64(1) of the Act*, the DDC may, with the approval of the Minister, declare a disaster situation for the district, or a part of it if satisfied that a disaster has happened, is happening or is likely to happen, in the disaster district and It is necessary, or reasonably likely to be necessary, for the DDC or a declared disaster officer to exercise declared disaster powers to prevent or minimise any of the following:

- Loss of human life
- Illness or injury to humans
- Property loss or damage



- Damage to the environment

Before declaring a disaster situation the DDC is to take reasonable steps to consult with each local government in, or partly in, the proposed declared area. As outlined in *section 75 to 78 of the Act*, the declaration confers extra powers on particular groups to perform actions, give directions and control movements within the declared area.

It is important to note that the declaration of a disaster situation relates to the situational requirement for additional powers and is not linked to the activation of particular disaster management groups under the QDMA or the activation of disaster financial assistance arrangements. All three actions are independent processes and are not interlinked or conditional. The declaration of a disaster situation does not impact the requirements of a local government under the Act to manage disaster operations in their area.

6.10 GUARDIAN INFORMATION MANAGEMENT SYSTEM (IMS)

Guardian IMS is an electronic workflow for managing disaster events. The spatially integrated solution holds plans and preparation documents, creates a chronological record of events and a fully auditable trail of actions, as well as details on the allocation and management of tasks, bulletins, evacuation centres, road closures and reports using MS Word templates.

6.10.1 Situation Reports (SITREPS)

Situation Reports (SITREPS) will need to be prepared on a regular basis. SITREPS will be created and stored within Guardian IMS, so they are accessible to all LDMG agencies.

6.11 ACTIVATION OF THE LOCAL DISASTER COORDINATION CENTRE (LDCC)

The LDCC is where the multi-agency response to the event is coordinated from. The primary LDCC is located at the SBRC offices at Kingaroy. For further information refer to the Activation and Operation of the LDCC Sub Plan.

6.12 PUBLIC INFORMATION & WARNINGS

When an event is imminent, it is essential the public are warned of the danger and provided with information about the event and advice on recommended actions. The key objective is to deliver accurate, clear, timely information and advice to the public, so they feel confident, safe and well informed and are aware of any recommended actions. Refer Public Information & Warnings Sub Plan.

6.13 EVACUATION

The safety of residents is the primary driver for evacuation. Evacuation carries risks to both those being evacuated and to emergency personnel managing the evacuation.



Consideration must be given to the risks associated with the conduct of any evacuation. Under some circumstances, sheltering in place may provide greater levels of safety for the community. For further information refer to the Evacuation Sub Plan.

6.14 FINANCIAL MANAGEMENT

Operational expenditure needs to be tracked using work order numbers established specifically for the event. At the conclusion of the disaster event, all expenditure needs to be finalised. Invoices need to be collated; payments made, and Disaster Recovery Funding Arrangements (DRFA) claims need to be completed - refer to Financial Management Sub Plan.

6.15 PUBLIC HEALTH

A major disaster event may cause significant disruption to the community. Water supplies, sewage treatment, refuse disposal, and access to safe food may be compromised – refer to Public Health Sub Plan.

6.16 LOGISTICS

Timely acquisition and deployment of services and supplies is critical to the efficient response to and recovery from a disaster event. When all local resources have been exhausted or are inadequate, requests for assistance outside the SBRC area shall be directed to the DDC. All external assistance requests shall be coordinated by the LDC on behalf of the LDMG – refer Logistics Sub Plan.

6.17 DAMAGE ASSESSMENT

Following the impact of a disaster, measures will need to be implemented to undertake damage assessments to determine the extent of the area affected, damage to homes, infrastructure and essential services and the level of hardship being experienced in the community. QFES have a responsibility for undertaking damage assessment of structures impacted. However, all agencies are able to contribute to damage assessments through operational reporting (i.e. dam owners will report on storage levels, QPS will report on missing people, Queensland Health will report on people requiring hospitalisation / medical treatment and SBRC will report on damage to water infrastructure).

6.18 SIMPLE TIPS FOR COMMUNITY

During disaster events, it is important to keep calm to help manage fear and to think clearly. It is also important to remember that someone may need your help and that you may also need help. You also need to seek reliable information about what is happening and advice from emergency services.



If you have prepared well, the emergency plans will kick in and you, your family and neighbours will be in a position to see out the disaster event. When it comes to any disaster, preparation is the key.

There are some simple things you can do during a disaster event to protect your family and home.

1. Activate your [Household Emergency Plan](#) and get your [Emergency Kit](#)
2. During severe storms, stay inside and well clear of windows, doors or other openings
3. Shelter in the safest part of your house (internal room, hallway, built-in wardrobe or cellar)
4. Avoid using electrical appliances where possible
5. If outdoors, seek immediate shelter in a solid, enclosed space
6. If driving, turn on your hazard lights and pull over in an area away from trees, power lines, drains and waterways
5. Stay tuned to local radio –100.1FM & 855AM ABC Wide Bay or 747AM ABC Southern Queensland, depending on your location. You can also listen to local radio station 90.7 Crow FM / 89.1FM for updates during an event
7. Follow rolling updates on the [Disaster Dashboard](#)
8. Follow updates from Council's social media: [Twitter](#), [Facebook](#), [Instagram](#)
9. Follow weather and warning updates: [Bureau of Meteorology](#)



SECTION 7: RECOVERY STRATEGY

7.1 DEFINITION OF RECOVERY

In accordance with the [Queensland Recovery Plan](#), disaster recovery is defined as the coordinated process of supporting disaster-affected communities' psychosocial (emotional and social), and physical well-being; reconstruction of physical infrastructure; and economic and environmental restoration (including regeneration of the natural environment, associated infrastructure and heritage sites and structures and the management of pollution and contamination).

7.2 CONTEXT FOR RECOVERY

The need for recovery may arise from a range of natural and non-natural disaster events, often providing an opportunity to rebuild a stronger, more resilient community. Recovery begins shortly after the response phase has begun and the impact has been identified. Recovery can be a long, challenging and complex process and is often considered the most resource intensive and protracted element within the context of the PPRR framework.

Recovery is not a retrospective process, but a process that focuses on building a recovered community. Whilst funded recovery programs under the joint Commonwealth/Queensland funded [Disaster Recovery Funding Arrangements](#) have a two-year life span, it is recognised that the time it takes for a community to be recovered will vary based on the impact of the event and the individuals in the community.

7.3 APPOINTMENT OF LOCAL RECOVERY COORDINATOR (LRC)

An appropriately qualified and authorised person has been appointed by the CEO of SBRC as the LRC to coordinate and facilitate local recovery operations. The LRC and the LDC should liaise regularly to ensure that response operations support the recovery effort and the LRC has good situational awareness to ensure their disaster recovery planning is relevant to the community. Indicative duties of the LRC include:

- Liaising with functional lead agency representatives at the local and district levels
- Liaising with the District Disaster Management Group (DDMG)
- Working with identified agencies and the community to develop the local event-specific recovery plan
- Coordinating the short to medium-term recovery to address the immediate effects of the disaster and develop longer-term measures as appropriate
- Ensuring the local event-specific recovery plan addresses all relevant functional areas of recovery – human and social, economic, environment, building, and roads and transport
- Performing the role of conduit between community and government



- Developing and implementing effective strategies for community participation and partnership in the recovery process
- Providing advice to state government on the needs and responses of the affected individuals, communities and other sectors
- Undertaking a post-operation debrief and providing a final report to the LDMG at the conclusion of recovery operations
- Providing or delegating the responsibility for ongoing recovery reporting on the progress of the event-specific recovery plan.

7.4 ACTIVATION OF LDMG RECOVERY GROUP

During the response phase, the LDMG will consider the impact of the disaster. If the event is of sufficient magnitude, the LDMG may decide to activate its Recovery Group. The Recovery Group is likely to be activated in the following circumstances:

- An event where significant loss or damage is sustained impacting the community, economy, environment and / or the infrastructure of the SBRC area.
- An event that creates significant disruption to the communities' connectedness or overwhelms local resources or the capacity of the community to cope or recover independently.
- An event that the LDMG determines has ongoing impacts and requires a coordinated and collaborative multi-agency approach to recovery.
- If requested to activate by the DDMG.

When activated, the LDMG Recovery Group will be chaired by a Councillor of SBRC and will be responsible for coordinating recovery activities and ensuring recovery efforts are effectively implemented across the region. A Terms of Reference is available that can be adapted to the specific circumstances of the event.



7.5 ACTIVATION LEVELS, TRIGGERS & COMMUNICATIONS

Recovery activation levels follow closely behind the response activation levels. This means that recovery actions are triggered early in the event cycle before the disaster has occurred. The table below identifies the recovery activation levels, triggers and communications.

Response ALERT		Triggers	Actions	Communications
Response LEAN FORWARD	Recovery ALERT	<ul style="list-style-type: none"> Response phase at 'lean forward' level of Activation 	<ul style="list-style-type: none"> Appointment of LRC as appropriate Potential actions and risks identified Information sharing commences LRC in contact with LDCC/LDC Initial advice to all recovery stakeholders 	<ul style="list-style-type: none"> LDC and LRC maintain communication. LRC and Recovery Group members on mobile remotely
Response STAND UP	Recovery LEAN FORWARD	<ul style="list-style-type: none"> Response phase at 'stand up' level of activation LDCC assesses event impact and determines if Recovery Group is needed Immediate relief arrangements are required during response phase 	<ul style="list-style-type: none"> Monitoring of response arrangements Analysis of hazard impact or potential impact Relief and recovery planning commences Deployments for immediate relief commenced by recovery functional agencies Recovery Group and Subgroup structures finalised along with reporting requirements 	<ul style="list-style-type: none"> LRC and Recovery Group members on mobile and monitoring email remotely Recovery Group will commence meeting for planning purposes More regular reporting as required by the LRC and by the Disaster District and QDMC Community engagement and communication strategy developed
Response STAND DOWN	Recovery STAND UP	<ul style="list-style-type: none"> Immediate relief arrangements continue Response phase moves to 'stand down' level of activation. Medium term recovery commences. LRG arrangements are finalised. Community returns to normal activities with ongoing support as required. 	<ul style="list-style-type: none"> Recovery Group activated at LDCC or alternate location Recovery plan activated Community information strategy employed Participate in response debrief Transition arrangements from 'response and recovery' to 'recovery' activated including handover from LDC to LRC Action plans for five functions of recovery continue Community information strategies continue 	<ul style="list-style-type: none"> LRC and LRG members involved in medium term recovery continue as required Functional lead agencies report to LRC/ LRG as required



Local Disaster Management Plan (LDMP)

Recovery STAND DOWN	<ul style="list-style-type: none"> Recovery Group arrangements are finalised, Community returns to normal activities with ongoing long term recovery support provided as required under pre-agreed arrangements and processes. 	<ul style="list-style-type: none"> Consolidate financial records Reporting requirements finalised Participate in recovery debrief Participate in post event debrief Post event review and evaluation Long term recovery arrangements transferred to functional lead agencies Return to core business 	<ul style="list-style-type: none"> LRC and Recovery Group members resume standard business arrangements.
------------------------	--	---	---



7.6 RECOVERY GROUP MEMBERSHIP

The Local Recovery Group (LRG) may be comprised of the following members. Membership will be tailored for each event:

Recovery Group Position	Organisation
Chair	Councillor, SBRC
Local Recovery Coordinator	General Manager Community Services, SBRC
Secretariat	Local Disaster Recovery Officer
Core Members	Chair & Coordinator of Human-Social & Economic Subgroup Chair & Coordinator of Roads & Transport / Buildings & Assets Subgroup Chair & Coordinator of Environment Subgroup
Supporting Members / Advisors	Department of Communities, Housing & Digital Economy Department of State Development, Infrastructure, Local Government and Planning Department of Environment & Science Department of Transport & Main Roads Department of Energy & Public Works

7.7 FUNCTIONAL LINES OF RECOVERY

Depending on the nature of the disaster, one or more of these five functional lines of recovery may be the focus of recovery operations. The responsible State Lead Agencies identified below will be invited to participate in the LDMG Recovery Group which will consider all five functional lines of recovery when planning and undertaking recovery operations:

Functional line of recovery	Description	State Lead Agency
Human and Social recovery	Focuses on supporting the emotional, social, physical and psychological health and wellbeing of individuals, families and communities following a disaster.	Department of Communities, Housing & Digital Economy
Economic recovery	Focuses on rectifying the direct and indirect impacts on the economy as a result of a disaster.	Department of State Development, Infrastructure, Local Government & Planning
Building & Assets	Focuses on rectifying damage and disruption which inhibits the capacity of essential services	Department of Energy & Public



recovery	and the building sector, including housing, accommodation, education and health facilities.	Works
Environmental recovery	Focuses on rectifying the impacts on the natural environment as a direct result of a disaster or through a secondary impact or consequence. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, as well as cultural and built heritage listed place issues.	Department of Environment & Science
Roads and Transport recovery	Focuses on rectifying the effects of a disaster on transport networks, including road, rail, aviation and maritime normally result in difficulty accessing communities and disruption to critical supply chains (both in and out of the impacted area). Restoration of these networks, or the identification of alternatives, is a priority in disaster recovery.	Department of Transport & Main Roads

7.8 RECOVERY SUBGROUPS

Often a disaster will be of such a scale that all functions need to be addressed to effect recovery. To assist with managing capacity and resourcing issues and to reflect other areas of infrastructure that SBRC is responsible for i.e. water, wastewater and waste, the LDMG Recovery Group will likely organise itself with three Functional Recovery Subgroups to address the five lines of recovery as follows:

- Human & Social / Economic
- Roads & Transport / Buildings & Assets
- Environmental.

This structure is depicted in [section 2.9](#) of this plan. Which Subgroups are established, will depend wholly upon the scale of the event and the complexity of the recovery effort.



7.9 PROPOSED RECOVERY SUBGROUP MEMBERSHIP

This table is to be used as a guide and membership tailored to each event.

	HUMAN & SOCIAL & ECONOMIC	ENVIRONMENT	ROADS & TRANSPORT / BUILDINGS & ASSET
Chair	Councillor	Councillor	Councillor
Coordinator	Manager / Officer Community	Manager / Officer Environment & Waste	Manager / Officer Infrastructure
Admin Support	Administration Officer Community	Administration Officer Environment & Waste	Administration Officer Infrastructure
Local Government	Event specific LG representatives	Event specific LG representatives	Event specific LG representatives
State / Australian Government	<ul style="list-style-type: none"> • DCHDE (Lead agency Human-Social) • DSDMIP (Lead agency Economic) • Queensland Health • Department of Education • DAF • QRA • DATSIP • Centrelink 	<ul style="list-style-type: none"> • DES (Lead agency Environment) • Department of Agriculture & Fisheries (DAF) • Department of Resources • Queensland Rural Adjustment Authority (QRAA) 	<ul style="list-style-type: none"> • DEPW Lead agency buildings) • DTMR (Lead agency Roads & Transport) • DSDMIP • Department of Resources
Non-government / Business representatives	<ul style="list-style-type: none"> • Australian Red Cross • GIVIT • RSPCA • The Salvation Army • Insurance Council of Australia • Industry representatives • NGO's • BIEDO 	<ul style="list-style-type: none"> • NRM bodies • Traditional Owners • Wide Bay Burnett Environment Council • Wide Bay Conservation Council • Regional Development Australia – Wide Bay Burnett 	<ul style="list-style-type: none"> • Utility owners / operators (water, power, communications) • Stanwell Corporation • Sunwater • Queensland Building & Construction Committee (QBCC)



Local Disaster Management Plan (LDMP)

	<ul style="list-style-type: none">• Farm Financial Counsellors• Chamber of Commerce Presidents• South East Regional Disability Advisory Council• Graham House Community Centre• BlazeAid• Jobmatch Employment Services• Centacare• Uniting Care Community	<ul style="list-style-type: none">• Burnett Mary Regional Group	
--	--	---	--



Local Disaster Management Plan (LDMP)

7.10 NATIONAL PRINCIPLES

The LDMG Recovery Groups will use the [National Principles for Disaster Recovery](#) to guide recovery planning, approach, decision-making and efforts. The principles are:

Principle	Definition
Understand the context	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise complexity	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use community-led approaches	Successful recovery is locally led, community-centred, responsive and flexible, engaging with community and supporting them to move forward.
Coordinate all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.
Communicate effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and build capacity	Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience.

7.11 QUEENSLAND GOVERNMENT ROLE & RESPONSIBILITIES

The [Queensland Recovery Plan](#) – refer pg. 14-20 identifies the role and responsibilities of the DDMG and numerous State government stakeholders in recovery operations as follows:

- Queensland Disaster Management Committee (QDMC)
- Minister
- Leadership Board Sub-committee (recovery)
- State Recovery Policy & Planning Coordinator
- State Recovery Coordinator
- State Functional Recovery Groups
- Queensland Reconstruction Authority.

7.12 RECOVERY PHASES

The disaster recovery process can generally be categorised into three phases (immediate, short-to-medium term recovery and long-term recovery). The phases of recovery are depicted in Figure 10 below.



Local Disaster Management Plan (LDMP)



Figure 10: Phases of recovery

An indication of likely activities being undertaken at each of the three recovery stages is identified below:

7.12.1 Stage 1: Immediate recovery (post-impact relief and emergency)

Immediate recovery aims to address and support the immediate needs of individuals, businesses and the community affected by an event. This phase of recovery is challenging as it often coincides simultaneously with response operations. It is the period after a disaster when initial “relief” services are offered to the affected community whilst the full recovery framework is established. It is also the period when detailed recovery planning, including damage and needs analysis is undertaken.

The likely recovery activities conducted during this phase include:

- Impact and needs assessments commenced
- Provision of Evacuation Centres
- Provision of assistance to meet basic human needs
- Restoration of power, water and communication commenced
- Emergency funding, shelter, clothing and food distribution
- Roads re-open
- Psychological first aid, and personal support provided



Local Disaster Management Plan (LDMP)

- Consideration of Recovery Hubs.

7.12.2 Stage 2: Short-to-medium term recovery (re-establishment, rehabilitation and reconstruction)

This phase of recovery continues the coordinated process of supporting affected communities in the reconstruction of physical infrastructure, re-establishment of the economy and rehabilitation of the environment. During this phase, support for the emotional, social, and physical wellbeing of those affected continues. The recovery activities at this stage will assist the affected community to return to a state of normality, although the community may experience significant change resulting from the event.

The likely recovery activities conducted during this phase include:

- Impact and needs assessments finalised
- Essential service repaired and restored
- Key transport routes are operational
- Roads repairs underway
- Supply chains are returning to normal
- Schools reopen
- Funding to support recovery identified
- Insurance assessments underway
- Community support mechanisms operational
- Community development programs underway to reunite community
- Environmental restoration and biosecurity programs identified and underway
- Support for business is available
- Development of exit strategies.

7.12.3 Stage 3: Long-term recovery (restoration, rebuilding, reshaping and sustainability)

Long-term recovery is characterised by the ongoing restoration and rebuilding of physical infrastructure, restoration of the economy and of the environment, and reshaping to support sustainability of recovery measures in the longer term. During the transition phase, specialist recovery workers leave affected communities and systems start to wind down as normal community development and business as usual processes return. Long term recovery may last many months and in some cases many years after the event.

The likely recovery activities conducted during this phase include:

- Assets are restored, improved and operational
- Rebuilding phase finalised



Local Disaster Management Plan (LDMP)

- Longer term psycho-social support strategies for individuals, families and communities are established and operational
- Event anniversaries are acknowledged appropriately
- Key milestone achievements are acknowledged and celebrated
- Exit strategies are implemented.

7.13 EVENT SPECIFIC RECOVERY PLAN

The [Queensland Reconstruction Authority](https://www.qra.qld.gov.au/our-work/recovery-hub/recovery-templates) have developed a process to develop an event-specific Local Recovery Plan. The methodology, action plan template and the 'plan on a page' Local Recovery Plan template can be found here: <https://www.qra.qld.gov.au/our-work/recovery-hub/recovery-templates>

The LRC is responsible for working with the LDMG Recovery Group (where activated) to develop the plan and then for obtaining endorsement for the event-specific recovery plan from the LDMG. If developed, an event-specific Recovery Plan should be adopted by SBRC. Following adoption, the plan should be uploaded to the Council website and promoted to the local community on a regular basis.

7.14 RECOVERY HUBS

Recovery Hubs are established to provide a range of services to facilitate recovery including welfare, support, financial and emotional recovery services. Recovery Hubs are typically managed by the Department of Communities, Housing & Digital Economy with support from the LDMG where necessary.

Local Disaster Management Sub-Plan

Activation and Operation of the LDCC Sub Plan

v2 June 2021





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS..... 4

SECTION 1: OVERVIEW OF PLAN 5

1.1 Context & Assumptions 5

1.2 Aim of the Plan 5

1.3 Functional Responsibility & Support Agencies 6

1.4 Ownership 6

1.5 Links with other documents..... 6

SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES..... 7

2.1 Activation of the Plan 7

2.2 Notification Flowchart..... 7

2.3 Notification Process 8

2.4 Activation Stages..... 8

2.4.1 STAGE 1: ALERT 8

2.4.2 STAGE 2: LEAN FORWARD 8

2.4.3 STAGE 3: STAND UP..... 8

2.4.4 STAGE 4: STAND DOWN..... 9

SECTION 3: SET UP OF THE LDCC 9

3.1 Primary LDCC 9

3.2 Alternative LDCC's..... 10

3.3 Set Up arrangements 10

3.4 Emergency Power to LDCC..... 11

3.5 Guardian Information Management System (IMS)..... 12

3.6 Information & Communications Technology..... 12

3.6.1 LDCC Contact Details 12

3.6.2 Communications & Data..... 12

3.6.3 Information Displays 12

3.6.4 ICT Support to the LDCC..... 13

3.7 LDCC Equipment & Resources..... 13

SECTION 4: LDCC OPERATIONS..... 14

4.1 Key Functions of the LDCC 14

4.1.1 Coordinate Resources..... 14

4.1.2 Manage Information 14

4.1.3 Develop Long Term Strategies..... 14

4.1.4 Coordinate Agencies 14

4.1.5 Maintain Records..... 15

4.2 Hours of Operation 15

4.3 Media Management 15

4.4 Operational Reporting - SITREPS..... 15

4.5 Requests for Assistance..... 16

4.6 Financial Accounting 16

SECTION 5: STAFFING THE LDCC..... 17

5.1 Incident Management Team 17

5.1.1 LDCC AIIIMS Structure..... 18

5.2 Staff Rostering..... 19

Page 2 of 38 V2 17 June 2021



Activation & Operation of the LDCC Sub Plan

5.3	Shift Change & Handover	19
5.4	Briefing & Debriefing.....	19
5.5	Health, Safety & Welfare Considerations	19
5.5.1	Fire Procedures.....	20
5.5.2	First Aid	20
5.5.3	Catering.....	20
5.5.4	Sleeping Arrangements	20
5.5.5	Staff Support	20
APPENDIX A: POSITION DESCRIPTIONS		21
	LDMG Chairperson	21
	Local Disaster Coordinator.....	22
	Operations Officer	24
	Tasking Officer	25
	Agency Liaison Officers.....	26
	Planning Officer	27
	Intelligence Officer.....	28
	Loggers.....	30
	Logistics Officer.....	31
	Public Information Officer (PIO).....	32
APPENDIX B: LDCC FORMS.....		33
	Situation Report (SITREP) Form.....	33
	Guide to Writing SITREPS.....	34
	LDCC Initial Notification Form.....	36
	Incident Action Plan Template	37



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT & ASSUMPTIONS

Disaster Coordination Centres bring together organisations to ensure effective disaster management before, during and after an event. Disaster Coordination Centres support disaster management groups at Local, District, State and Commonwealth levels to ensure disaster operations are coordinated in the most expedient and efficient manner – refer section 1.4 of LDMP.

The Local Disaster Coordination Centre (LDCC) for the South Burnett Regional Council (SBRC) will be managed and staffed by Local Government Employees and supported by Agency Liaison Officers from government and non-government organisations (NGO's) as appropriate to the local area.

Not all disaster events that require activation of the South Burnett Local Disaster Management Group (LDMG) will require the activation of the LDCC. Smaller events and occasions where SBRC is not the lead agency (e.g. bushfires) may not require activation of this plan. These events may be handled using existing agency communications and management practices.

If activated, the LDCC should be in a safe physical location. The LDCC operationalises the LDMG's decisions and plans and implements strategies on behalf of the LDMG during operations. The LDCC must have the capability to manage and coordinate resources, manage information and report to various stakeholders and pass Requests for Assistance (RFAs) to the District Disaster Coordination Centre (DDCC).

1.2 AIM OF THE PLAN

The aim of this Sub Plan is to detail the arrangements that have been developed for the activation and operations of the LDCC in response to a disaster event affecting the SBRC area.

The key objectives of this Sub Plan are to:

- Describe the standard operating processes and procedures involved in the activation, management and operation of the LDCC
- Detail the role and responsibilities of key personnel involved in the operation of the LDCC
- Ensure effective communication, coordination of action, decision making and reporting
- Facilitate the collection, collation and dissemination of information between the LDMG, the DDMG and the communities of the SBRC area



Activation & Operation of the LDCC Sub Plan

- Prioritise requests for personnel and resources and coordinate the use of additional resources allocated by the DDMG.

1.3 FUNCTIONAL RESPONSIBILITY & SUPPORT AGENCIES

The LDC is responsible for the management of the LDCC to provide overall coordination of disaster operations.

The operation of the LDCC is a shared responsibility. All members and advisors to the LDMG are support organisations to this Sub Plan.

1.4 OWNERSHIP

This Sub Plan is owned by the Local Disaster Coordinator (LDC) on behalf of the LDMG. All significant amendments must be approved by the LDMG.

The owner will ensure the:

- Master document is retained together with relevant supporting documents
- Level of circulation of the Sub Plan is determined by the LDMG and details of copyholders are recorded
- Sub Plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- Sub Plan is tested and exercised as determined by the LDMG.

1.5 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.



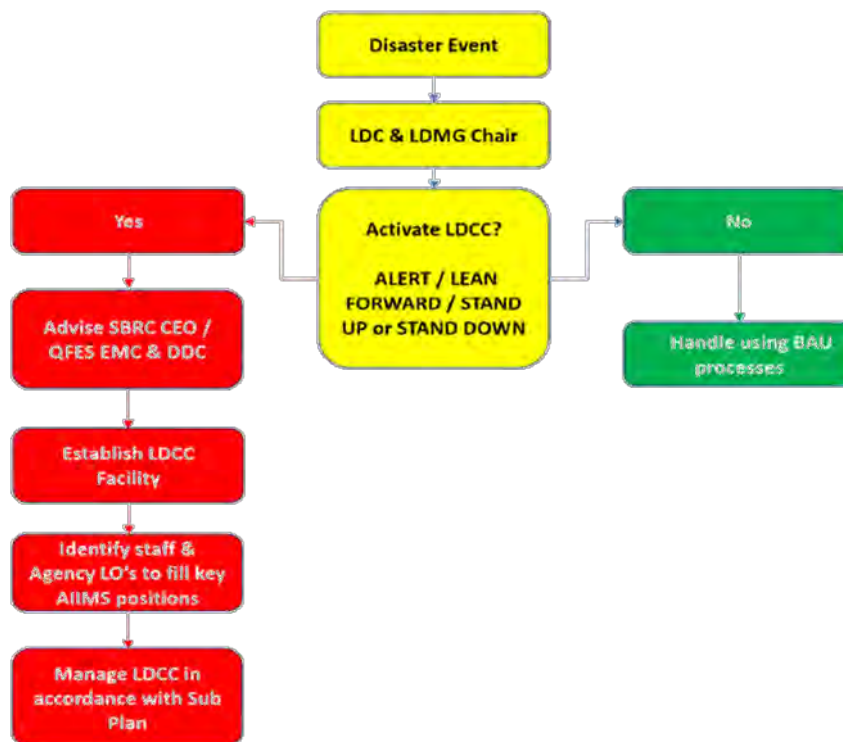
SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

The level of activation for the LDCC will depend entirely on the complexity, nature and extent of a disaster event. The LDC and LDMG Chair may authorise the immediate activation of the LDCC if the situation is deemed urgent. For events with a longer lead time, the decision to activate the LDCC will be made by the full LDMG (refer to activation flowchart at 2.2 below). The following decision-making criteria should be considered:

- Is there a requirement for face-to-face coordinated multi-agency liaison and communication with a range of stakeholders that cannot be managed remotely using Guardian IMS?
- Has the responsible Lead Agency requested the activation of the LDCC or are they requesting additional support with the coordination of resources?
- Has there has been a request / direction from the District Disaster Coordinator (DDC)?

2.2 NOTIFICATION FLOWCHART





2.3 NOTIFICATION PROCESS

When the Activation & Operation of the LDCC Sub Plan is invoked, the SBRC Chief Executive Officer (CEO), District Disaster Coordinator (DDC) and the relevant Queensland Fire and Emergency Services (QFES) Emergency Management Coordinator (EMC) will be advised.

All SBRC staff and LDMG agencies should be notified that the LDCC is operational and regular updates to relevant stakeholders should be maintained for the duration of the event. Relevant agencies will be required to nominate an Agency Liaison Officer to be present in the LDCC on a 24/7 basis as required.

The community should be advised via a media release that the LDCC is operational – refer Public Information & Warnings Sub Plan.

2.4 ACTIVATION STAGES

The activation of the LDCC to an appropriate level to coordinate the response to the event will be determined by the LDMG and will be based on a four-stage process:

2.4.1 STAGE 1: ALERT

ALERT requires a heightened level of vigilance due to the possibility of an event in the area of responsibility. No action is required, however the situation should be monitored by someone capable of assessing the potential of the threat.

In order to ensure appropriate action can be taken at the stage of ALERT, arrangements are in place to ensure the LDCC can be established on a 24/7/365 basis. Systems are in place to allow the LDCC to be activated and established both during and outside of office hours.

2.4.2 STAGE 2: LEAN FORWARD

LEAN FORWARD is an operational state prior to 'Stand Up', characterised by a heightened level of situational awareness of a disaster event (either current or impending) and a state of operational readiness. If required, the LDCC may be prepared at this stage, but not fully activated – refer LDC Position Description at [Appendix A](#).

2.4.3 STAGE 3: STAND UP

STAND UP is the operational state following 'Lean Forward', whereby resources are mobilised, personnel are activated, and operational activities commenced. If required, the LDCC will be fully activated.



The LDC & LDMG Chair will determine the move to STAND UP. If lead time is not available, the LDCC may immediately proceed to STAND UP once it has been established – refer LDC Position Description at [Appendix A](#).

2.4.4 STAGE 4: STAND DOWN

STAND DOWN will be declared when there is no longer a requirement to respond to the event and the threat is no longer present, or when transitioning from responding to an event back to normal core business and / or recovery operations – refer LDC Position Description at [Appendix A](#).

SECTION 3: SET UP OF THE LDCC

3.1 PRIMARY LDCC

The primary LDCC has been identified as the Council Chambers at the SBRC Offices at Glendon Street, Kingaroy, QLD 4610.

A map showing the location of the Kingaroy Council Office is shown at Figure 1.



Figure 1: SBRC Offices, Kingaroy Location Map



3.2 ALTERNATIVE LDCC'S

There always remains an element of risk that the primary LDCC may not be available or be impacted in some way by the event. If required, the LDC will activate the alternative LDCC located at:

- SBRC Nanango office, Drayton Street, Nanango

3.3 SET UP ARRANGEMENTS

The primary LDCC at Kingaroy is the Council Chambers. Figure 2 below shows where the Council chamber is located within the facility.

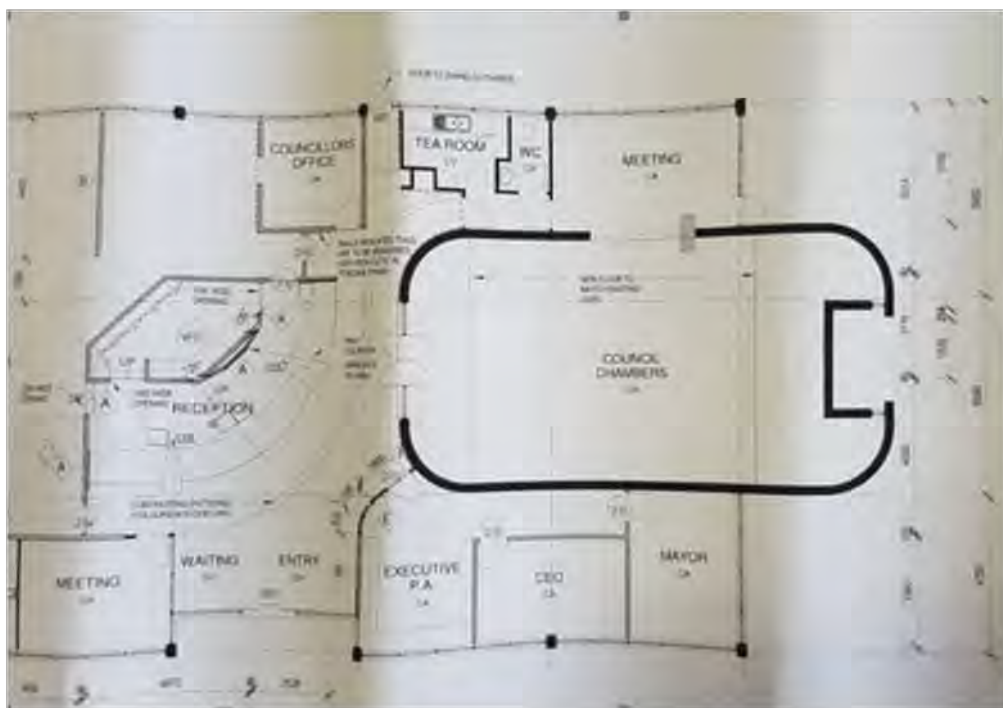


Figure 2: Council Chambers location within the SBRC Office at Kingaroy

The Council Chambers has a fixed seating layout which can be effectively utilised for LDCC operations – refer photographs at Figure 3 and is close to kitchen and rest room facilities.

The LDCC will require set up prior to activation. The LDC is responsible for ensuring the LDCC has been set up correctly. All resources should be checked (e.g. telephones, computers, radios, disaster plans) before the centre is officially opened and moved to STAND UP.



Activation & Operation of the LDCC Sub Plan

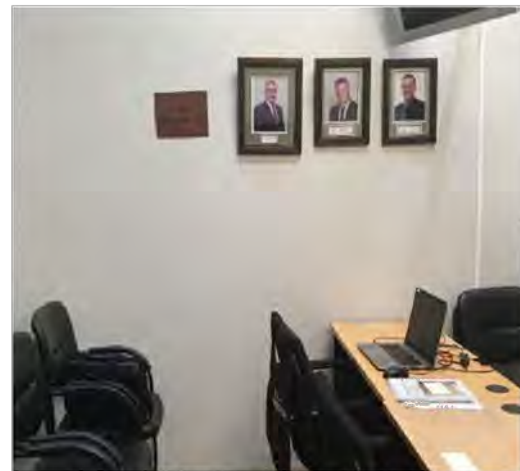
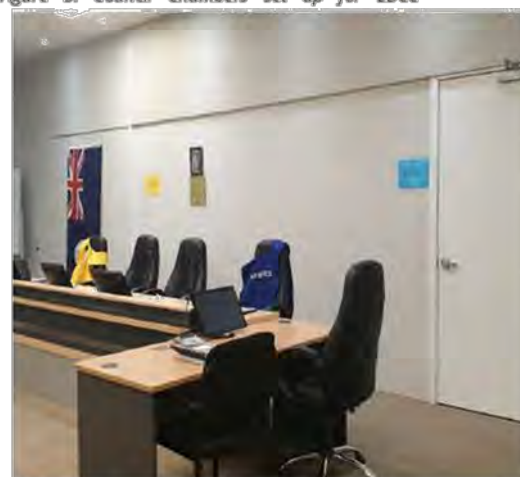


Figure 3: Council Chambers set up for LDCC



operations



This facility is not a permanently dedicated LDCC venue, so consideration needs to be given to business continuity requirements of both LDCC operations and the business of Council.

The secondary LDCC location will be set up in whatever configuration the LDC deems appropriate, based on the severity and nature of the disaster event.

3.4 EMERGENCY POWER TO LDCC

The LDCC should have a secondary power source to ensure uninterrupted power supply to the areas of the building to be utilised. Power shall be made available throughout the relevant LDCC to enable photocopiers, communications, and lighting to operate during power outages. The primary LDCC at Kingaroy has a 140 KVA generator and holds 550L diesel fuel. This generator powers the entirety of the building and cuts over automatically. Fuel supply can be replenished from the diesel bowser at Kingaroy Depot.



3.5 GUARDIAN INFORMATION MANAGEMENT SYSTEM (IMS)

The Guardian Information Management System (aka Guardian IMS) software is the system in use at the LDCC.

Guardian IMS is an electronic workflow for the LDCC. The spatially integrated solution holds plans and preparation documents, creates a chronological record of events and a fully auditable trail of actions, as well as details on the allocation and management of tasks, bulletins, evacuation centres, road closures and reports using MS Word templates. Typical reports include SITREPS, jobs completed and outstanding tasks by type, location.

3.6 INFORMATION & COMMUNICATIONS TECHNOLOGY

3.6.1 LDCC Contact Details

In most circumstances, calls for assistance from members of the public will be received using the SBRC telephone system.

The telephone numbers to be utilised in a disaster event by the public are: 07 4189 9100. The e-mail address to be utilised in a disaster event by the public is: info@sbrc.qld.gov.au

3.6.2 Communications & Data

Access to suitable telecommunications, data and radio coverage to meet the communication requirements of the LDCC is essential. A number of computers or laptops will be required. Each will require access to the internet to facilitate access to Guardian IMS (refer 3.5) and key positions will require MS Office products (Word, Outlook, Teams).

All telephony is internet based. There is a redundant secondary connection at Nanango. If both connections are unavailable, all calls will be routed through [Peak Services](#).

A portable radio for the SBRC corporate radio network can be made available for the LDCC.

3.6.3 Information Displays

The LDCC will require a variety of information to be displayed and / or easily accessible. This will be achieved via the use of audio-visual screens, whiteboards, pin boards, maps, file links, document storage and electronic displays of key data from the Guardian IMS software. The ability to monitor news broadcasts via TV and radio is desirable. Access to a multi-function colour printer is also desirable to facilitate copying, printing, scanning and faxing documentation as required.



3.6.4 ICT Support to the LDCC

SBRC's ICT staff maintain the ICT systems that support LDCC operations. They are required to assist with the set up the LDCC, ensure the ICT systems are functioning efficiently, deal with requests for additional ICT resources and be available to deal with any ICT issues that arise during response and recovery operations. All requests from the LDCC to ICT services are to be responded to as an urgent priority.

3.7 LDCC EQUIPMENT & RESOURCES

SBRC will endeavour to provide the stationery and consumables, furniture and equipment requirements for the LDCC. A Disaster Management Emergency Box containing the initial supplies to establish an LDCC is stored at Kingaroy and another at Nanango - [refer Guardian IMS](#) references. Additional supplies will be obtained from existing Council stocks or procured as required.



SECTION 4: LDCC OPERATIONS

4.1 KEY FUNCTIONS OF THE LDCC

The LDMG does not have the resources to operate a complex disaster coordination centre or system. Initial disaster coordination must be based on the use of existing facilities and resources available within the community at the time of the event.

If activated, the LDCC will operationalise LDMG decisions and plan and implement strategies on behalf of the LDMG. The LDCC will gather information that can be provided to the community and used for reporting to other levels in the disaster management system.

4.1.1 Coordinate Resources

Coordination is primarily concerned with the systematic acquisition and application of resources (people, material, equipment) in accordance with priorities set by disaster management groups.

The LDCC coordinates local resources, identifies where extra resources are needed and passes information and Requests for Assistance (RFA's) to the DDCC.

4.1.2 Manage Information

The LDCC will receive information from various sources and will require processes to manage and disseminate that information to numerous stakeholders. For example:

- Members of the community asking for assistance and the wider community
- Government departments through situation reports, meetings or informal communications
- Other levels of the Queensland Disaster Management System (e.g. DDMG, State Disaster Coordination Centre, Queensland Disaster Management Committee).

4.1.3 Develop Long Term Strategies

In addition to dealing with the situation at hand, the LDCC is required to forward plan to enable long term strategies for the management of the event to be developed. An Incident Action Plan (IAP) may be developed documenting the objective that the LDMG aims to achieve – refer [Appendix B](#).

4.1.4 Coordinate Agencies

The LDC is responsible for coordinating disaster operations and provides the framework and system for all organisations to work within a common goal and approach.



Agency Liaison Officers will be represented in the LDCC as required. Agency Liaison Officers are experts in relation to their agency and may include Emergency Services, Government Agencies, NGO's and Volunteer Organisations.

4.1.5 Maintain Records

All staff working in the LDCC are required to ensure adequate record keeping. This can be achieved using Guardian IMS. Detailed notes should be added to tasks and an operations log of actions with full justification for decision making should be maintained.

Under no circumstances should any documentation be removed from the LDCC. All documentation, plans and papers produced within the LDCC are to be retained under the direction of the LDC, for a period in accordance with Council policy.

4.2 HOURS OF OPERATION

The hours of operation of the LDCC are at the discretion of the LDC based on advice from the LDMG members. This may include 24/7 working arrangements as required. Arrangements may need to be made for staff support when operating outside of normal working hours or working extended hours including catering support and possible provision of sleeping and showering facilities.

4.3 MEDIA MANAGEMENT

The release of public information and warnings will be managed in accordance with the Public Information & Warnings Sub Plan.

Generally, the media are not granted access to the LDCC without the consent of the LDC. The Public Information Officer (PIO) will manage any sanctioned visits.

4.4 OPERATIONAL REPORTING - SITREPS

Situation Reports (SITREPS) will need to be prepared on a regular basis including:

- Activation
- Pre-determined times (usually once daily by 12pm but may be more frequent)
- As the situation changes
- On request from the DDC
- At the conclusion of operations.

SITREPS will be created and stored within Guardian IMS so they are accessible by all staff and agencies supporting the LDCC. The LDC is responsible for supervising the preparation of SITREPS and the Chairperson is responsible for the authorisation of all SITREPs which are then submitted to:

**Activation & Operation of the LDCC Sub Plan**

- DDC
- LDMG members.

4.5 REQUESTS FOR ASSISTANCE

When all local resources have been exhausted or are inadequate, requests for assistance outside the SBRC area shall be directed to the DDC. All external assistance requests shall be coordinated by the LDC on behalf of the LDMG – refer Logistics Sub Plan.

4.6 FINANCIAL ACCOUNTING

Operational expenditure needs to be tracked using work order numbers established specifically for the event. At the conclusion of the disaster event, all expenditure needs to be finalised. Invoices need to be collated; payments made, and Disaster Recovery Funding Arrangements (DRFA) claims need to be completed - refer to Financial Management Sub Plan.



SECTION 5: STAFFING THE LDCC

5.1 INCIDENT MANAGEMENT TEAM

Different disaster events will require different levels of staff to support the nature and complexity of the operation. If required by the LDC, an Incident Management Team (IMT) based on the Australasian Inter-service Incident Management System (AIIIMS) model will be established. This will comprise some or all of the following key roles:

- LDMG Chairperson
- Local Disaster Coordinator
- Operations Officer
- Planning Officer
- Intelligence Officer
- Logistics Officer
- Public Information Officer.

The tasks listed under each position description (refer Appendix A) serve as a guide to those appointments and what key tasks will be required within the LDCC.

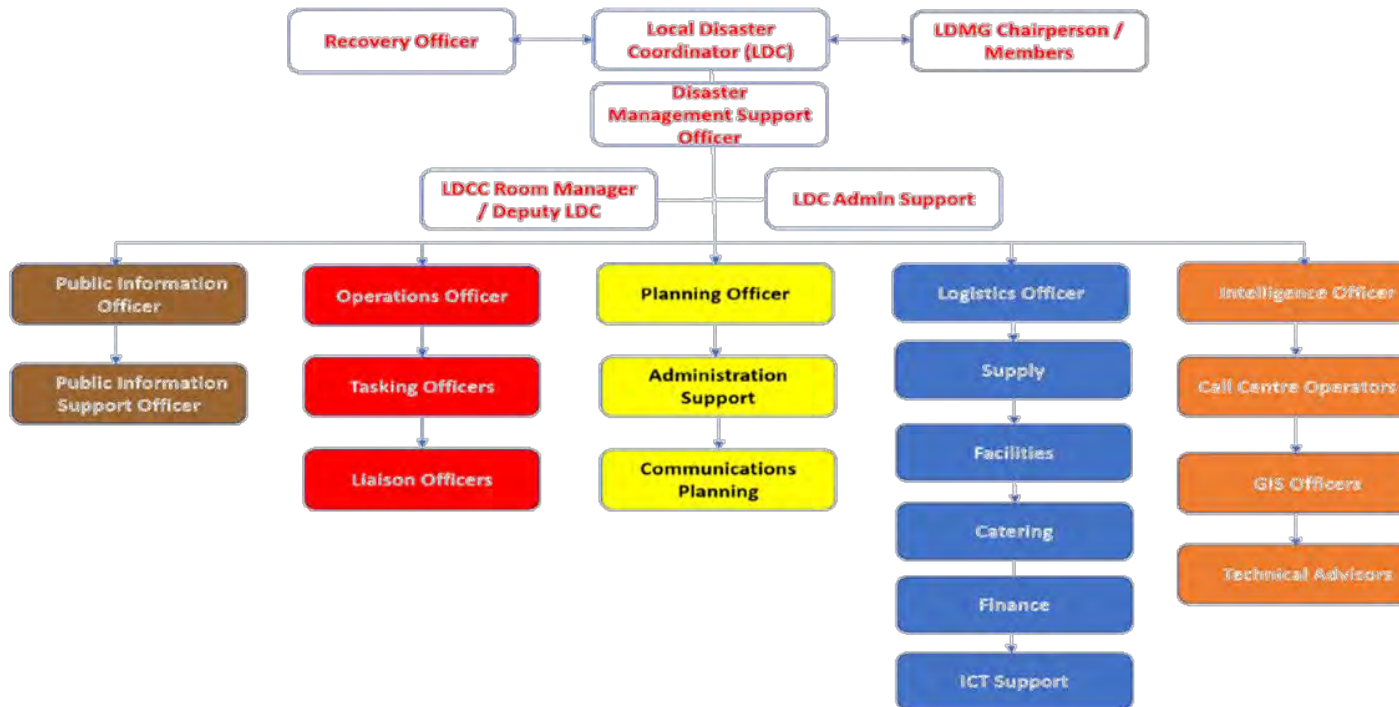
The LDCC structure needs the ability to scale up (or down) as required i.e. the number of staff required to perform the functions commensurate with the scale of the event. The LDC may decide to initially commence the operation taking responsibility for all key functions of AIIIMS and only increasing staffing as required. As the event escalates, the LDC may need to consider delegating responsibility to others.

As the structure expands, Team Leaders may need to consider delegating responsibility to others. Everyone working in the LDCC will have a reporting line through their Team Leader. It is vital that staff adhere to these reporting lines wherever appropriate to ensure that the IMT can perform effectively - refer LDCC AIIIMS structure chart.



Activation & Operation of the LDCC Sub Plan

5.1.1 LDCC AIIMS Structure





5.2 STAFF ROSTERING

Rosters should be developed by the Logistics Officer (if appointed) during the early stages of any activation for at least 72 hours ahead. Rosters need to be developed with due consideration to correct skill sets, fatigue management, rest periods, meal breaks and shift overlap.

An attendance register will be maintained to support payments and claim reimbursements.

5.3 SHIFT CHANGE & HANDOVER

Staff engaged on duty should work no longer than 12 hour shifts and this should be reduced where possible / necessary. At the completion of each shift, the departing member of staff should deliver a detailed handover briefing with the member of staff commencing their duties. This should be face to face whenever possible but should be recorded in Guardian IMS as a minimum and cover:

- Current situation and link to latest SITREP
- Current warnings
- Sources of information
- Actions outstanding
- Future intentions.

5.4 BRIEFING & DEBRIEFING

The LDC and LDMG Chairperson will conduct regular briefings with the LDMG and with Agency Liaison Officers and staff working in the LDCC.

The LDC and Chairperson are also responsible for keeping other stakeholders briefed on disaster-related matters (e.g. DDC, SBRC CEO, Mayor).

Briefings will be undertaken using the SMEACS methodology (Situation, Mission, Execution, Administration, Communications, Safety).

Regular hot debriefs will be conducted during operations.

An immediate post event debrief should be conducted at the conclusion of operations and followed up some time later with a formal post event review and assessment. The post response review and assessment process will help identify good practice as well as lessons identified.

5.5 HEALTH, SAFETY & WELFARE CONSIDERATIONS

Workplace Health and Safety (WHS) practices must be maintained.



5.5.1 Fire Procedures

Normal fire evacuation procedures for the SBRC offices will apply whilst the facility is being used as a LDCC.

5.5.2 First Aid

A first aid kit is available in each of the LDCC's. Assistance will be provided by SBRC, QAS or other personnel present with first aid experience and certification. Life threatening emergencies should be reported to 000.

5.5.3 Catering

Catering is a key consideration for the effective management of staff welfare. In the initial phases, staff may self-cater or snacks and / or takeaway food such as pizza may be provided. In larger events, caterers may need to be appointed by the Logistics Team to manage meal times. In protracted events, catering will endeavour to be wholesome and to provide for special dietary needs.

5.5.4 Sleeping Arrangements

Staff should prepare an overnight bag when attending the LDCC in case they are unable to get home due to operational or safety reasons. Commercial accommodation should be utilised where appropriate but specific areas may need to be allocated for sleeping purposes.

5.5.5 Staff Support

Stressful and demanding situations can quickly lead to mental health impacts and burn out if not managed appropriately. The SBRC Employee Assistance Program (EAP) can be accessed if necessary. Other agencies may have similar arrangements in place.



APPENDIX A: POSITION DESCRIPTIONS

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

Queensland Ambulance Service (QAS) Liaison Officer	<ul style="list-style-type: none"> • Medical assistance • Medical evacuations • Mass casualty incidents
Ergon Liaison Officer	<ul style="list-style-type: none"> • Trees down anywhere involving power lines • Damaged or fallen power lines • No power
Telstra Liaison Officer	<ul style="list-style-type: none"> • Landlines and mobiles
External Agency Liaison Officer	<ul style="list-style-type: none"> • Tasks for any agency not physically present in the LDCC.

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

DUTY CARD			INTELLIGENCE OFFICER		
Reports to:		Local Disaster Coordinator			Tick
RESPONSIBILITIES					
<ul style="list-style-type: none"> Maintain watching brief / state of readiness and receive initial information regarding disaster event from Local Disaster Coordinator (LDC). 					
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Maintain adequate records of all intelligence activities. 					
<ul style="list-style-type: none"> Regularly review Guardian IMS for tasks and to maintain situational awareness. 					
<ul style="list-style-type: none"> Collect, analyse, authenticate and interpret information from a variety of sources in order to develop accurate, current and timely intelligence. 					
<ul style="list-style-type: none"> Ensure intelligence is shared with other teams and accurately depicted on maps, charts, display screens, whiteboards so it can be used to inform decision making and situational awareness. 					
<ul style="list-style-type: none"> Manage personnel assigned to the Intelligence Team (briefings, debriefings, welfare requirements). Potential units might include Helpline, GIS, Technical Advisors e.g. Dam Owners. 					
<ul style="list-style-type: none"> Coordinate the Situation Report (SITREP). 					
<ul style="list-style-type: none"> Contribute to Incident Action Plan as required. 					
<ul style="list-style-type: none"> Participate in debriefs as required. 					
Intel Handy Hints Cheat Sheet					
Weather and Rainfall					
<ul style="list-style-type: none"> MetEye- http://www.bom.gov.au/australia/meteye/ Weather Observations (temperature, dew point, relative humidity, wind speed and direction, atmospheric pressure (hPa)). http://www.bom.gov.au/qld/observations/qldall.shtml - look for the table headed: <i>Wide Bay & Burnett</i> River Levels & Rainfall data: http://www.bom.gov.au/qld/flood/seast.shtml Weather Radar: http://www.bom.gov.au/products/IDR083.loop.shtml#skip Cyclone Information: http://www.bom.gov.au/cyclone/index.shtml 					
Dams					
Boondooma Dam:					
<ul style="list-style-type: none"> https://www.sunwater.com.au/dams/boondooma-dam/ 					
Bjelke-Petersen Dam:					
<ul style="list-style-type: none"> https://www.sunwater.com.au/dams/bjelke-petersen-dam/ 					
Gordonbrook Dam:					
<ul style="list-style-type: none"> https://www.southburnett.qld.gov.au/gordonbrook-dam/gordonbrook-dam-recreation-area/1 					
Tarong Power Station – Cooling Water Dam: Contact Stanwell					
Meandu Creek Dam: Contact Stanwell					



Other Infrastructure Data Sources

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

Demographic and Statistical data

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

Bushfire Resources

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

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

Key Websites

- **SBRC Facebook:** <https://www.facebook.com/southburnettregion/>
- **Emergency Management Dashboard:** <http://dashboard.southburnett.qld.gov.au/>

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan

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



Activation & Operation of the LDCC Sub Plan


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



Activation & Operation of the LDCC Sub Plan

APPENDIX B: LDCC FORMS
SITUATION REPORT (SITREP) FORM

Situation Report - South Burnett Regional Council

Event/Incident/Activity			
BAU			
Situation Report No:		Date:	Time Period:
4		19/05/2021	19/05/2021 13:26 - 19/05/2021 13:26
Distribution:			
Name: Donna Brown (Disaster Management Officer)			
From:			
South Burnett Regional Council Phone: 07 4189 9414 Email: dbrown@southburnett.qld.gov.au			
Summary:			
<i>PROMPTS: [Brief overview of the situation in the last 12 hours. Be clear, concise, logical and timely. Avoid using acronyms or technical jargon. Only include facts, not speculation or unconfirmed information.]</i>			
Impacts:			
<i>PROMPTS: [Weather, disease trends, resources, hazards and safety]</i>			
1. 2. 3. 4. 5.			
Emerging Issues / Risks:			
<i>PROMPTS: [Identify emerging issue and associated risk - use numbered point format]</i>			
1. 2. 3. 4. 5.			
Key Messages:			
<i>PROMPTS: [Include important key messages from LDMG/member agencies/media strategy]</i>			
•			
Prepared By	South Burnett Regional Council	Donna Brown	Date: 19/05/2021 13:26:07
Approved By	Donna Brown	Signature:  Dec: Signed by: Donna Brown DONNA BROWN	Date: 19-05-2021 13:36 AEST



GUIDE TO WRITING SITREPS

Aim

Provide the District and State Disaster Coordination Centres with an accurate and timely overview of the situation since the last Sitrep. Sitreps should not repeat information in previous Sitreps – they are a report on the current situation.

Objectives

- || To ensure that the DDMG and the SDCC understand the objectives and strategies implemented to effectively manage the emergency situation
- || To provide accurate information and data to effectively brief senior executives and ministers to be able to prioritise State and National assistance
- || Provide accurate timelines of events and accurate information for the after action reporting process.

Sitrep Header

Identify the event, sitrep number, date and the time period the sitrep covers. Provide information of who the Sitrep is from and who is to receive it, cc any coordination centres or personnel that would benefit from the information.

Summary

Consider including the following:

- || **Weather:** Outline local weather observations different to the forecast from the Bureau of Meteorology (BOM). E.g.: River height calculations from Local Government engineers. Do not repeat BOM information.
- || **Summary of past 24 hrs by LDMG:** Include the following recommended info;
 - o What is the current situation
 - o What activities are you currently undertaking in response to the current situation
 - o What key issues/problems/resolutions have arisen since last report was sent,
 - o Has the size/scale of the operation changed
 - o If Local Governments have no issues indicate that in this section.

Impacts

- || **Damage Assessment Overview:** An overview or snapshot of the damage that has occurred and/or is likely to occur in the reporting area. Cover social, economic, environmental and infrastructure impacts.



Activation & Operation of the LDCC Sub Plan

Emerging Issues

- || **Projected operations:** Include the following recommended info:
 - o What are the projected activities over the next 24-48 hrs
 - o What tasks are planned to be undertaken in the next 24-48 hrs
 - o Anticipated resource requirements such as food resupply, extra personnel.

Key Messages

- || **Key Messages:** An overview of any key messages to the public
- || **Media Issues:** An overview on any media related issues. Or issues that may be liable for media comment
- || **Updates to Distract/ Local Contacts:** Update contact details of key staff.

Approval

The report is to indicate who prepared it and who it has been approved by
Accuracy is critical in preventing confusion at the strategic level. *If the data provided is an estimate articulate that in the SitRep.*



Activation & Operation of the LDCC Sub Plan

LDCC INITIAL NOTIFICATION FORM

<input type="checkbox"/> Request for Assistance/Action		<input type="checkbox"/> Information Only	
Date: / /	Time:	Telephone Operator's Name:	
PRIORITY: <input type="checkbox"/> LOW <input type="checkbox"/> NORMAL <input type="checkbox"/> URGENT LIFE THREATENING EMERGENCIES Advise caller to contact 000			
CALLER INFORMATION			
Full Name:		<input type="checkbox"/> Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Neighbour <input type="checkbox"/> Other	
Phone No:		Language Spoken: (other than English)	
Alternate Phone Numbers:			
property description			
<input type="checkbox"/> Residential <input type="checkbox"/> School <input type="checkbox"/> Hospital <input type="checkbox"/> Bridge <input type="checkbox"/> Road <input type="checkbox"/> Business <input type="checkbox"/> Other			
Address:			
Business/Property Name: (if applicable)			
Nearest cross street / Landmark: (optional)			
Access to Property: (optional)			
BUILDING DAMAGE TYPE & description			
Building Damage Type: <input type="checkbox"/> External Walls <input type="checkbox"/> Internal Walls <input type="checkbox"/> Roof <input type="checkbox"/> Window <input type="checkbox"/> Vegetation <input type="checkbox"/> Fencing			
Roof Type: Height of building: Low set / high set / multi storey Floor /Level: _____ Unit No: _____			
Job Type (please tick - and also provide a full description below) <input type="checkbox"/> Communications <input type="checkbox"/> Electricity/Flammables <input type="checkbox"/> Fire <input type="checkbox"/> Flooding <input type="checkbox"/> Land (slip etc.) <input type="checkbox"/> Structural Damage <input type="checkbox"/> Roads <input type="checkbox"/> Roof Damage <input type="checkbox"/> Sewerage <input type="checkbox"/> Vegetation <input type="checkbox"/> Water Supply <input type="checkbox"/> Other			
DESCRIPTION			
HAZARDS			
<input type="checkbox"/> HAZARDS PRESENT		<input type="checkbox"/> Animals <input type="checkbox"/> Electricity <input type="checkbox"/> Flooding <input type="checkbox"/> Gas / Flammables / Chemicals <input type="checkbox"/> Fire <input type="checkbox"/> Land (slip etc.) <input type="checkbox"/> Structural Damage <input type="checkbox"/> Vegetation <input type="checkbox"/> Other	
Description:			
SPECIAL Needs			
Name: (if available)		Age: (optional)	Gender: M / F
Category: <input type="checkbox"/> Minor <input type="checkbox"/> Medical <input type="checkbox"/> Physical <input type="checkbox"/> Age <input type="checkbox"/> Language <input type="checkbox"/> Evacuation			
No of People Affected:	Description:		
*** REMEMBER *** Confirm the PHONE NUMBER and INCIDENT ADDRESS		Logger's Name: _____ Logger's signature: _____ (to be signed once data is entered into the database)	



Activation & Operation of the LDCC Sub Plan

INCIDENT ACTION PLAN TEMPLATE

Event Name		Date / Time		Lead Agency	
Current Situation: (Overview of Current Situation)					
LDMG Status:	Alert	Lean Forward	Stand Up	Stand Down	
Mission - LDMG's Intent / Current Objective					
Execution (Strategies, Tactics and Priorities)					
Active Plans					
Shift Timeline					
Date/Time:	Milestone: (E.g. LDMG Meeting, Recovery/ Group Meeting, Situation reports, Chang overs)				
Administration & Logistics					
Catering Arrangements:				Additional Attachment:	



Activation & Operation of the LDCC Sub Plan

Catering Timeline:			
Time:	Meal Type:	Quantity:	Comments:
Communication			
Safety			
Future Actions & Recovery Considerations			

Local Disaster Management Sub-Plan

Evacuation Sub Plan

V2 June 2021





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS	3
SECTION 1: OVERVIEW OF PLAN	4
1.1 Context & Assumptions	4
1.2 Aim & Objectives of the Plan.....	4
1.3 Ownership	5
1.4 Functional Responsibility & Support Agencies	5
1.5 Links with other documents.....	5
SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES	7
2.1 Activation of the Plan	7
2.2 Notification Flowchart.....	7
2.3 Notification Process	7
SECTION 3: EVACUATION STRATEGY	9
3.1 Authority to Evacuate.....	9
3.1.1 Self-Evacuation.....	9
3.1.2 Voluntary Evacuation	9
3.1.3 Directed Evacuations	9
3.2 District & State Support	10
3.3 Evacuation Stages.....	10
SECTION 4: DECISION PHASE	12
4.1 Situational Analysis.....	12
4.2 Timelines.....	12
SECTION 5: WARNING PHASE	13
5.1 Issuing Warnings.....	13
SECTION 6: WITHDRAWAL PHASE	14
6.1 Withdrawal Phase.....	14
6.1.1 Evacuation Routes.....	14
6.1.2 Transportation	14
6.1.3 Evacuation Of Vulnerable Persons.....	14
6.1.4 Pets.....	15
SECTION 7: SHELTER PHASE	16
7.1 Shelter Phase	16
7.2 Assembly Point.....	16
7.3 Designated Evacuation Centres.....	16
SECTION 8: EVACUATION CENTRE MANAGEMENT	17
8.1 Decision to Activate an Evacuation Centre	17
8.2 Activation Flow Chart	17
8.3 Evacuation Centre Locations.....	18
8.4 Communication & Reporting	18
8.4.1 Communications Equipment	18
8.5 Media.....	18
8.6 Finance.....	19



Evacuation Sub Plan

8.7 Closure of the Evacuation Centre..... 19

SECTION 9: RETURN PHASE 20

9.1 Return Phase 20

9.1.1 Decision for Return 20

APPENDIX A: EVACUATION OPERATIONAL CHECKLIST 21



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT & ASSUMPTIONS

Evacuation is a strategy that can mitigate the adverse effects of a disaster on a community. Evacuation may be required pre-impact, as a protective measure, or post-impact, as a result of a loss of services.

The decision to evacuate is not one taken lightly, as it is not without risk. Some disaster events are slow-moving and provide ample decision and reaction time. The worst-case scenario is that there would be little to no warning of the need to evacuate which may be necessary day or night. There may not be time to obtain support from outside resources, as a result, local resources could be severely stretched.

Past events suggest that between 5% and 20% of those at risk will spontaneously evacuate before being directed to do so. Most of the public will act in their own interest and evacuate dangerous areas when advised to do so by the authorities. However, some people will refuse to evacuate, regardless of the threat and owners of companion animals may refuse to evacuate unless arrangements have been made to care for their animals.

In the first instance, evacuees will be encouraged to be self-sufficient and seek shelter with family or friends or use commercial accommodation providers. In some circumstances, Evacuation Centres may need to be established to meet the basic needs of those evacuated.

Depending on the event, Evacuation Centres may be required for anything from a few hours to several days. Initially, only shelter and refreshments will be provided, but in an extended event, more substantial catering and support may be necessary.

If accommodation is required for a period beyond a few days, the Local Disaster Management Group (LDMG) should consult with the District Human-Social Recovery Committee.

1.2 AIM & OBJECTIVES OF THE PLAN

The purpose of this Evacuation Sub Plan is to outline the arrangements for the implementation of an evacuation of "at risk" persons within the South Burnett Regional Council (SBRC) area and to provide guidance on how to establish and manage evacuation centres.

The objectives are to:

- Identify the persons exposed and at risk
- Document the process for making decisions to evacuate



- Co-ordinate an organised and coordinated movement of persons to a safer location and their return home
- Establish and manage evacuation centres
- Ensure basic human needs are met.

The Sub Plan is designed to enable prompt decision making and any strategies outlined should be refined at the time of an event when influenced by event specific factors such as size and magnitude and likely impact areas. The number and location of Evacuation Centres will depend entirely on the scale and extent of the situation.

1.3 OWNERSHIP

This Sub Plan is owned by the Local Disaster Coordinator (LDC) on behalf of the LDMG. All significant amendments must be approved by the LDMG.

The owner will ensure the:

- Master document is retained together with relevant supporting documents
- Level of circulation of the Sub Plan is determined by the LDMG and details of copyholders are recorded
- Sub Plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- Sub Plan is tested and exercised as determined by the LDMG.

1.4 FUNCTIONAL RESPONSIBILITY & SUPPORT AGENCIES

Evacuation is the functional responsibility of Queensland Police Service (QPS) and the LDMG.

This Sub Plan directly applies to all member organisations of the LDMG.

1.5 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.

This plan also links to:

- [Evacuation: Responsibilities, Arrangements and Management Manual – M.1.190](#)
- [Queensland Evacuation Centre Planning Toolkit](#)
- [Queensland Evacuation Centre Management Handbook](#)
- [Queensland Evacuation Centre Field Guide](#)



Evacuation Sub Plan

- [Australian Red Cross COVID-19 Evacuation Centre Planning & Operational Considerations](#)
- Queensland Health Evacuation Management Guide for COVID-19 – Multi-agency considerations for planning - [refer Guardian IMS references](#)



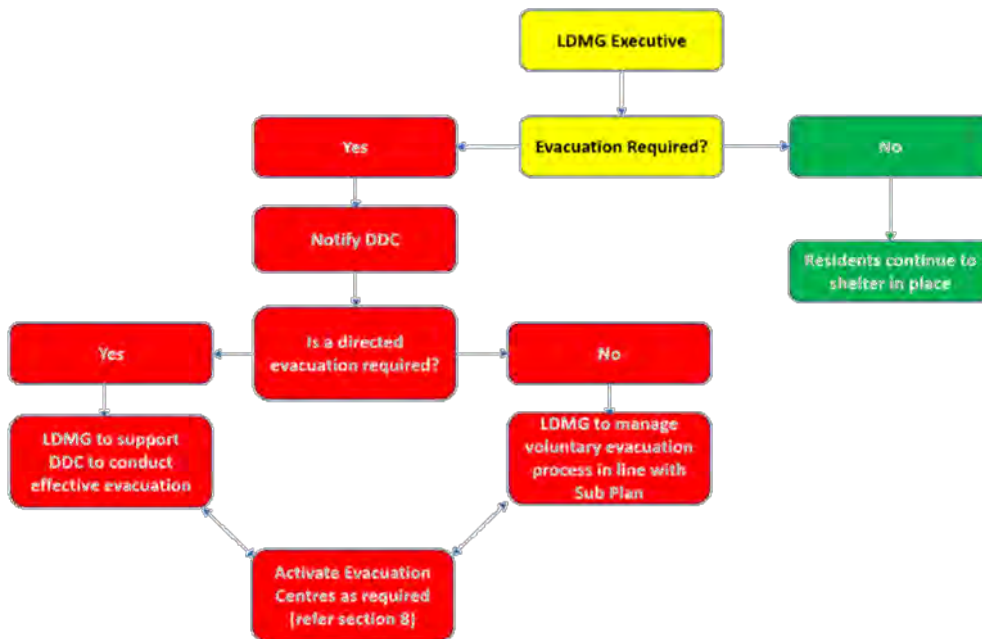


SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

This Sub Plan will be activated where the nature of risk to a community requires the movement of persons to a safer location to be coordinated by, or supported by, the LDMG.

2.2 NOTIFICATION FLOWCHART



2.3 NOTIFICATION PROCESS

The LDMG Executive will maintain a state of readiness for evacuation operations. If evacuation becomes necessary as a result of an incident or event, the LDMG Executive will invoke the Evacuation Sub Plan.

Any evacuation that is required to be coordinated by the LDMG, will be undertaken in close consultation with the District Disaster Coordinator (DDC). Regular liaison must be maintained throughout any evacuation process.

If a directed evacuation is required, the DDC will need to declare a disaster situation under the Disaster Management Act 2003. The LDMG will support the DDC in conducting evacuations.

**Evacuation Sub Plan**

If a directed evacuation is not required, the SBRC will recommend voluntary evacuation and manage in line with this Sub Plan. The decision to recommend voluntary evacuation will be made by the full LDMG, subsequent to an appropriate situational briefing.

Evacuation Centres will be activated as required to support evacuation operations – [refer Section 8.](#)



SECTION 3: EVACUATION STRATEGY

3.1 AUTHORITY TO EVACUATE

There are three types of evacuations - self-evacuation, voluntary evacuation and directed evacuation. Refer [Evacuation: Responsibilities, Arrangements and Management Manual - M.1.190](#) for further detail.

3.1.1 Self-Evacuation

Self-evacuation refers to persons who may be impacted by an impending hazard and proactively choose to evacuate prior to advice or direction from authorities.

3.1.2 Voluntary Evacuation

The LDMG may *recommend* voluntary self-evacuation of a community at risk. The decision to recommend to the general public that they enact their evacuation plans and leave the area for their own safety is not one to be taken lightly.

Voluntary evacuees are to use private transportation to manage their own evacuation. In exceptional circumstances, the LDMG may need to provide transportation for some evacuees – refer Logistics Sub Plan.

If necessary, the LDMG will make a recommendation to the DDC to declare a disaster situation to enforce a directed evacuation of persons at risk – refer 3.2.3 below. The LDMG has no legislative power to authorise a directed evacuation, this remains with the DDC or lead agency.

3.1.3 Directed Evacuations

Directed evacuations are when persons are formally directed, by appropriately authorised persons, to evacuate to a safer location. Directed evacuation is specifically provided for in the following circumstances:

- A declaration of an emergency situation under the provisions of the Public Safety Preservation Act (PSPA) 1986 (by a Commissioned Officer of Police)
- In relation to specific powers under the provisions of the Fire and Emergency Services Act 1990 (by an Authorised Officer) or
- A **declaration of a disaster situation** under the provisions of the Disaster Management Act 2003 (by the District Disaster Coordinator, with Ministerial approval).

When an evacuation is directed, general advice and direction will be provided in relation to timings, places of shelter, location and preferred evacuation routes.



This Sub Plan mainly relates to directed evacuations as a result of a declaration of a disaster situation. However, the LDMG is able to provide support to QPS and QFES when undertaking directed evacuations under the PSPA or the Fire and Rescue Services Act.

3.2 DISTRICT & STATE SUPPORT

The movement of evacuees will require Local and District collaboration and may also require State level involvement. Some individuals and groups in the community will require more assistance than others and support may be needed with Evacuation Centre operations. Early liaison with the DDC should be initiated, as positioning of state resources may take several hours to days to occur.

3.3 EVACUATION STAGES

Figure 2 illustrates the evacuation process and is based on the [Australian Institute for Disaster Resilience National evacuation planning handbook](#). It highlights the need to work with communities at risk of evacuation well before a disaster event arises, to try and mitigate some of the factors that can have impact on the success of evacuation operations.

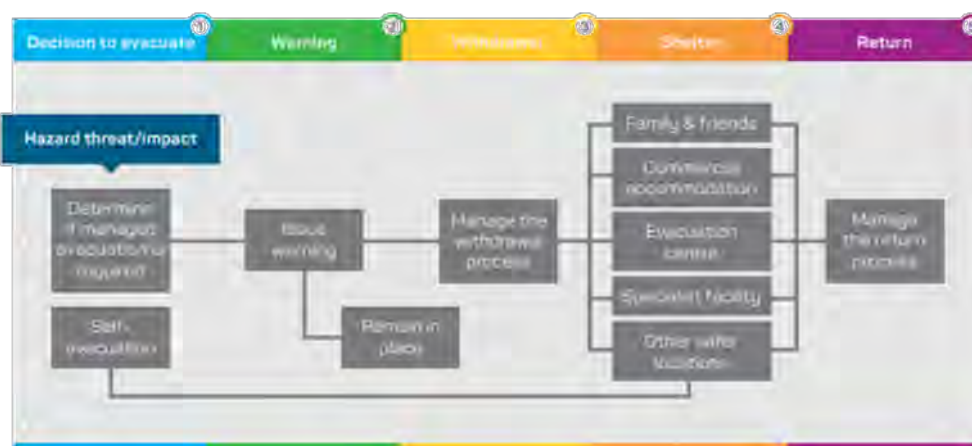


Figure 2: Evacuation Process

Any evacuation will involve five stages:

- **Decision to evacuate** – Decision makers analyse event intelligence and make an assessment of the necessity to evacuate persons exposed to a range of hazards
- **Warning** - Disaster event conditions and appropriate actions required are conveyed to the public
- **Withdrawal** - Exposed persons are moved from a dangerous or potentially dangerous area to a safer location
- **Shelter** - Refuge and basic needs for evacuees are provided in evacuation facilities and safer location



Evacuation Sub Plan

- **Return** – The disaster area is assessed and managed, with a planned return of evacuees.

Planning at each of these stages is crucial. The evacuation process must provide relative safety to those who are asked to voluntarily evacuate or ordered to evacuate. The decision to evacuate, the withdrawal process, the period of shelter and the return process should not expose the community to risks. An evacuation is not considered to be complete until all five stages have been implemented and the evacuated population has been returned (where possible) to their original location.



SECTION 4: DECISION PHASE

4.1 SITUATIONAL ANALYSIS

Evacuation is a last resort. In some cases, the best advice will be for people to stay inside, with doors and windows closed, away from the danger and await further advice. Sometimes, reaching the decision that evacuation is required is very easy - it becomes obvious that evacuation is the only sensible way of protecting the population. In other instances, the decision is less obvious, and if delayed could cause substantial problems.

The decision to evacuate must be made in a timely manner to ensure it can be effectively implemented. The LDMG will analyse specific event information and intelligence and assess the necessity to evacuate persons at risk. Factors which will affect the decision include:

- Whether evacuation is the best option and if there are viable alternatives
- Time required to complete the evacuation and lead time available
- If the evacuation is voluntary or directed
- The number of persons and demographic of the population that requires evacuation
- Shelter and evacuation options
- Specific transportation and other requirements for vulnerable groups
- Availability and access to resources to effectively manage evacuation centres for the duration of the event.

4.2 TIMELINES

Understanding the timeline of hazard impact and how long it will take to safely evacuate is vital. Evacuation timelines guide the decision making for evacuation. Once a predicted impact time is assessed, planners simply work backwards subtracting time allowances for warning and withdrawal. The resulting time is the latest time a decision can be made. The LDC should develop evacuation timelines when the assessed impact of a hazard indicates that evacuations may be required.



SECTION 5: WARNING PHASE

5.1 ISSUING WARNINGS

A warning to evacuate needs to be communicated to the community when exposed areas have been identified, the location of safer areas has been determined and the decision to evacuate members of the community has been made.

The prime function of a warning is to elicit action from the community. If a warning does not describe in extremely clear terms the situation, the resultant risk and the desired response from the community, then it will not be effective.

Sufficient warning time must be given to allow the movement of a population from a place of danger to a safer place, given the restriction of weather conditions, transport and the capacity of the road network to handle the amount of traffic that will result.

Public information in relation to a recommended evacuation should include:

- Areas to be evacuated
- Evacuation routes
- Evacuation centre locations
- Lead time
- Anticipated duration
- Evacuation kit contents.

The community are also to be reminded of the need to take with them their Evacuation Kit which should contain details of prescription medications, food, water, clothing, and other personal supplies needed during an evacuation and to be a good neighbour and help others who may need assistance.

For further information on developing and disseminating warnings, refer to Public Information & Warnings Sub Plan.



SECTION 6: WITHDRAWAL PHASE

6.1 WITHDRAWAL PHASE

The withdrawal phase involves the safe and efficient process of relocating community members from hazardous or potentially hazardous environments to safer areas.

6.1.1 Evacuation Routes

There are no pre-defined evacuation routes. Evacuation routes will be advised at the time of the event. SBRC will work with QPS, SES and DTMR to ensure designated evacuation routes are kept trafficable and clear of debris.

The Bunya Mountains community has a single access and egress. Refer to the Bunya Mountains Community Disaster Management Sub Plan for further information on local community arrangements.

6.1.2 Transportation

The LDMG may need to render assistance to people without the means to evacuate themselves to a place of safety. While many residents without their own transport will evacuate with friends or neighbours, it may be necessary to provide support to those requiring transport assistance – refer Logistics Sub Plan.

6.1.3 Evacuation Of Vulnerable Persons

Education Queensland has developed evacuation plans for their facilities, which include the notification of parents and the involvement of school bus providers. Private day care centre providers are responsible for the development of their own evacuation processes.

Aged and disability care providers are responsible for enacting their own evacuation plans and finding suitable alternate accommodation for their clients. However, it is recognised that these providers may seek assistance from the LDMG where the scale of the event is beyond their own resources and arrangements.

Caravan Parks are often sited in hazard prone areas. The permanent residents of such sites may be vulnerable. Caravan parks operators should ensure they have appropriate evacuation plans in place.

The LDMG may be required to support organisations that deal with vulnerable groups to effect evacuation.



6.1.4 Pets

It is recognised that separating people from their pets during disaster events can cause severe emotional stress and some animal owners may refuse to evacuate unless provision is made. This provision is for companion animals and not for stock (e.g. cattle, horses). Public information on arrangements for pets should be provided to evacuees prior to withdrawal – refer Public Information & Warnings Sub Plan.

Pets will not be allowed access to the Evacuation Centre but in some circumstances, provision close by may be possible.

Registered assistance animals will be accepted at ALL Evacuation Centres.



SECTION 7: SHELTER PHASE

7.1 SHELTER PHASE

The Shelter phase provides for a variety of self-sheltering and sheltering solutions, where community may take shelter with family & Friends, at commercial accommodation, at a safer place or refuge, or in a designated evacuation centre. Shelter involves the provision for basic needs of people affected by the emergency, away from the immediate or potential effects of the hazard.

7.2 ASSEMBLY POINT

An Assembly Point is a temporary designated location specifically selected as a point which is not anticipated to be adversely affected by the hazard. Assembly points are used to gather evacuees in one location prior to being transported to an Evacuation Centre.

If Assembly Areas are set up, it would be helpful to have the evacuees register at this location identifying an intended destination, if they are not going to be accommodated in an Evacuation Centre.

7.3 DESIGNATED EVACUATION CENTRES

Evacuation Centres may be provided for short periods of time in the event of an emergency (e.g. flood, bushfire) to provide basic needs such as accommodation, food, water, information and personal support services.



SECTION 8: EVACUATION CENTRE MANAGEMENT

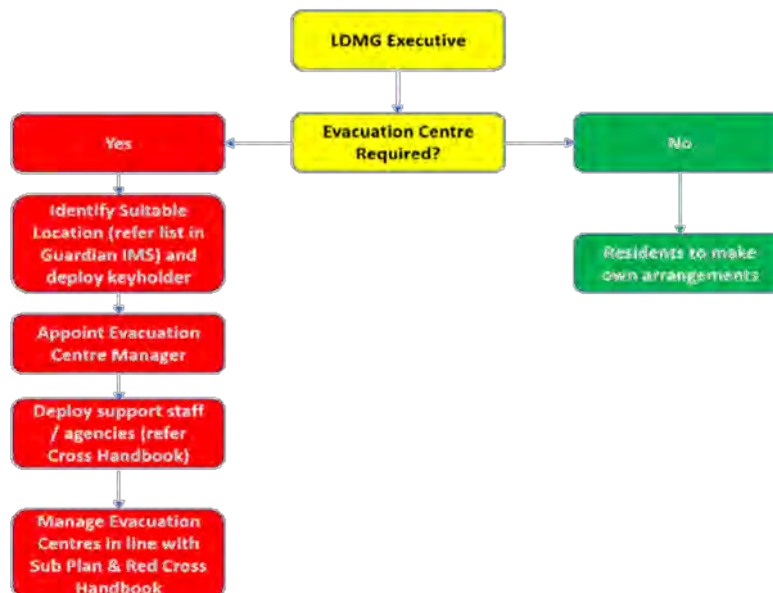
8.1 DECISION TO ACTIVATE AN EVACUATION CENTRE

Evacuation Centres may be activated for any number of reasons but will only be opened according to need. The LDMG Executive is responsible for the decision to activate an Evacuation Centre. The following should be considered:

- Has there been a request from the Emergency Services to open an Evacuation Centre as a result of an emergency / major incident?
- Has the LDMG recommended voluntary evacuation of an area at risk?
- Has the DDC declared a disaster situation to enforce directed evacuation of an area at risk in the SBRC area?
- Is there a perceived need relative to an impending hazard impact, where the LDMG recognises that the public may choose to self-evacuate?
- Have there been mass evacuations from a neighbouring LGA?
- Are the numbers of evacuees requiring accommodation likely to exceed local commercial accommodation capacity?

Evacuation Centres will take some time to set up from the initial call. It is therefore important that an early warning of a request is given as soon as possible from the requesting agency to the LDMG in order that the relevant agencies and appropriate resources can be deployed in a timely manner.

8.2 ACTIVATION FLOW CHART





8.3 EVACUATION CENTRE LOCATIONS

A number of buildings have been designated as Evacuation Centres – [refer list in Guardian IMS references](#). These have been designated based on an assessment of their suitability i.e. size, space, available parking, access, kitchen and bathroom facilities, ventilation, lighting.

The nature and scale of the event will determine which buildings get activated as Evacuation Centres during operations. It is vital to ensure any Evacuation Centre is not at risk of being adversely impacted by the hazard. It is also important to consider business continuity requirements and how long the centre may be required.

8.4 COMMUNICATION & REPORTING

The Evacuation Centre Manager is to ensure the LDC is updated with regards to capacity and numbers present at the facility, current situation, projected issues and resource requirements. The LDC will determine the frequency of reporting (e.g. hourly, daily). A Reporting Template tool is available – [refer Guardian IMS references](#).

When the LDCC is activated simultaneously, the LDC may delegate this liaison to the Logistics Team Leader – refer Activation & Operation of the LDCC Sub Plan.

8.4.1 Communications Equipment

The Evacuation Centre Manager will require access to communications equipment to be able to adequately communicate with the LDC. It is recommended that a laptop and mobile phone is deployed to each Evacuation Centre as a minimum requirement.

8.5 MEDIA

The LDMG Chairperson is to authorise all information for public release. The Evacuation Centre Manager is not authorised to speak to the media without the express consent of the Public Information Officer (PIO).

It is possible that Evacuation Centres will attract media attention. For the privacy of evacuees, no media will be allowed access to the general areas to photograph or film without the express consent of ALL evacuees.

It is a matter for individual evacuees to decide whether to speak to the media. It is likely that evacuees will have immediate and instantaneous access to social media from their mobile phones whilst in the Evacuation Centre. This may need to be considered in terms of rumour control and potential misinformation.

All media enquiries should be referred to the PIO in the first instance.



8.6 FINANCE

Any demands for finance must be approved by the LDC. If the LDCC is activated, these requests will go via the Logistics Team. The LDC shall determine what funding is available and provide advice to the Evacuation Centre Manager.

It is essential that a detailed log is kept of all expenditure incurred at the Evacuation Centre. This should be supported by receipts and tax invoices. A financial statement may be required for submission to the government in accordance with the rules of the State Disaster Recovery Arrangements (SDRA) or Disaster Recovery Funding Arrangements (DRFA) Schemes – refer Financial Management Sub Plan.

8.7 CLOSURE OF THE EVACUATION CENTRE

The decision to close Evacuation Centres will be made by the LDMG on advice from the Evacuation Centre Manager and based on situational awareness.

When the decision is made to close evacuation centres the following issues will then be implemented:

- Ensure that the closing date/time is effectively communicated to evacuees and personnel
- Determine if evacuees who have special requirements have alternate accommodation or care arrangements as required
- Ensure that guidance is provided on recovery options e.g. housing, legal and financial.

The Evacuation Centre Manager will coordinate the packing and cleaning of all resources and make an inventory of resources used to identify re-stocking needs and/or claims for reimbursement of costs incurred.



SECTION 9: RETURN PHASE

9.1 RETURN PHASE

The return of evacuees to their homes or to other alternative accommodation solutions requires careful planning. A return strategy should be developed by the LDMG to ensure this phase is effectively managed and undertaken in a safe, timely and coordinated manner.

9.1.1 Decision for Return

The decision to return will be made by the full LDMG in consultation with the DDC. The following issues will need to be considered:

- Absence of the hazard and possibility of its return
- Access and egress
- Safety and security of damaged structures / unsafe areas
- Operation of utilities (power, water, sewerage, communications)
- Public health issues
- Availability of schools and workplaces
- Availability of support services
- Availability of alternative accommodation solutions for those whose homes have been significantly damaged or destroyed
- Alignment of recovery planning with return strategies to ensure that appropriate recovery supports, information and services are available to the impacted community.



APPENDIX A: EVACUATION OPERATIONAL CHECKLIST

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



Evacuation Sub Plan

RETURN	TICK
<ul style="list-style-type: none"> • Determine areas that are safe for return with consideration of the following issues: • results of damage assessment • health and safety issues • functioning of utilities; power, water, sewerage and communications • status of re-opening of roads 	
<ul style="list-style-type: none"> • Review and modify the Return Strategy, addressing: • specific areas deemed safe for return • security of damaged, unsafe structures or infrastructure • detailed return advice to evacuees • transportation requirements 	
<ul style="list-style-type: none"> • Advise DDMG of Return Strategy being implemented 	
<ul style="list-style-type: none"> • Issue information on return strategy for evacuees. Distribute return advice to Evacuation Centres. Tailor advice to vulnerable populations 	
<ul style="list-style-type: none"> • Release appropriate information to returning evacuees on reactivation of utilities, damage repairs, clean up and debris removal, process for human/social recovery support services 	
<ul style="list-style-type: none"> • Maintain security controls for those areas that cannot be safely reoccupied 	
<ul style="list-style-type: none"> • Ensure the coordination of temporary housing for evacuees unable to return to their residences 	
<ul style="list-style-type: none"> • Close evacuation centres 	
<ul style="list-style-type: none"> • Complete final situation report on evacuation and stand down. 	

Local Disaster Management Sub-Plan

Financial Management Sub Plan v2 June 2021





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS.....	3
SECTION 1: OVERVIEW OF PLAN.....	4
1.1 Context.....	4
1.2 Aim & Objectives of Plan.....	4
1.3 Planning Assumptions.....	4
1.4 Functional Responsibility / Ownership	5
1.5 Support Agencies.....	5
1.6 Links with Other Documents.....	5
SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES	6
2.1 Activation of the Plan	6
2.2 Notification Flowchart.....	6
2.3 Notification Process.....	6
SECTION 3: OPERATIONAL PROCEDURES	7
3.1 Authority / Delegation to Expend Funds	7
3.2 Authorised Expenditure.....	7
3.3 Expenditure Records	7
3.4 Disaster Recovery Funding Arrangements (DRFA).....	8
3.5 State Disaster Relief Arrangements (SDRA).....	10
3.6 Disaster Declaration v DRFA.....	11
3.7 Recouping of Expenditure	11
3.8 Preparation & Submission of Claims	12
APPENDIX A: MEMO TO STAFF - DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS	13
APPENDIX B: DRFA & SDRA INFORMATION SHEET	16
APPENDIX C: INFRASTRUCTURE FINANCIAL MANAGEMENT TEAM CHECKLIST	20



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT

Disaster management groups must plan financial services to support frontline response operations and ensure the appropriate management of financial arrangements.

Most true disaster events will be very costly to Council and other responding agencies and should invoke the activation of either State Disaster Relief Arrangements (SDRA) or the Commonwealth/State funded Disaster Recovery Funding Arrangements (DRFA). With the activation of either of these structures, Council and responding agencies will be able to claim eligible costs for reimbursement. There are also multiple financial arrangements which, if activated, can provide financial support to Queensland communities impacted by a disaster event.

1.2 AIM & OBJECTIVES OF PLAN

The aim of this Financial Management Sub Plan is to outline the financial arrangements in support of disaster events in which the South Burnett Regional Council (SBRC) Local Disaster Management Group (LDMG) and its plans and processes have been activated.

The key objectives of this Sub Plan are to:

- Outline the financial management arrangements to be used during disaster events
- Outline the financial arrangements required in order to submit claims and to maximise opportunities for eligible expenditure reimbursement.

1.3 PLANNING ASSUMPTIONS

The inherent nature of disaster events typically means finance operations may need to be conducted within compressed time constraints and other operational pressures, necessitating the use of non-routine procedures. Despite this, the requirement for sound financial management and accountability does not diminish. Proper financial management procedures must be maintained by SBRC and all LDMG agencies must ensure they adhere to relevant legislation, policies and procedures.

Disaster related finances are not normally included in the budgetary processes of SBRC or other responding agencies. Disaster events may require the reallocation of substantial funds as a consequence. SBRC will consider all options for recovering eligible costs relating to disaster events.



Assistance available to Queenslanders under the SDRA and/or DRFA is not intended to supplant, and/or operate as a disincentive for self-help either through insurance or appropriate disaster mitigation strategies. All levels of government encourage Queenslanders to build disaster resilience through awareness and preparedness for potential disasters.

1.4 FUNCTIONAL RESPONSIBILITY / OWNERSHIP

The LDC is responsible for ensuring all members of the LDMG are aware of these financial arrangements.

All significant amendments to this Plan must be approved by the LDMG.

The 'Owner' will ensure that:

- The master document is retained together with relevant supporting documentation
- The level of circulation of the Sub Plan is determined by the LDMG and details are recorded of copyholders
- It is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- It is tested and exercised as determined by the LDMG on at least an annual basis.

1.5 SUPPORT AGENCIES

Each organisation is responsible for: providing its own financial services and support to its response operations in the field, maintaining compliance with its own financial policies and procedures and submitting claims under SDRA / DRFA.

1.6 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.

This plan also links directly to the [SBRC 'Infrastructure Recovery Manual' \(IRM\)](#) in Guardian IMS which sets out a comprehensive methodology to facilitate reimbursement in line with the [Disaster Recovery Funding Arrangements 2018](#) and [Queensland Disaster Relief and Recovery Guidelines 2018](#).

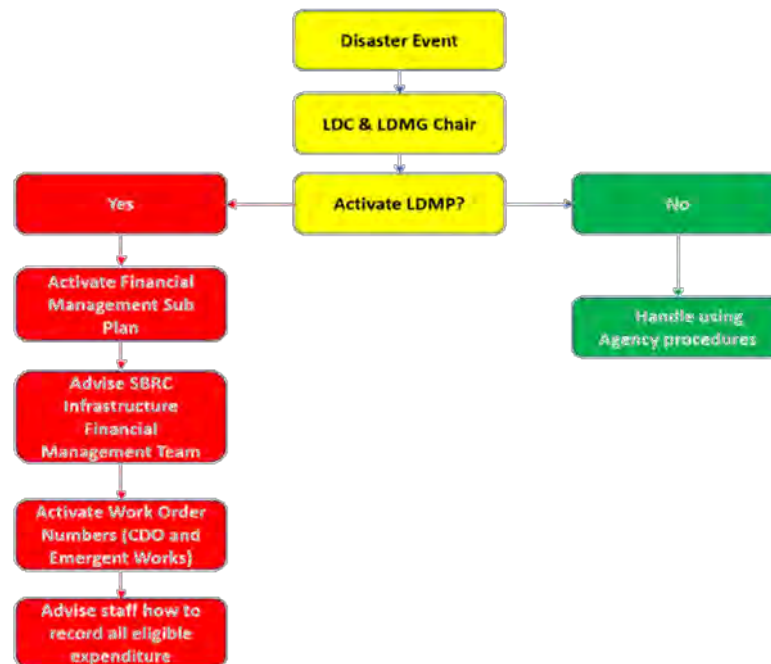


SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

This Sub Plan will be activated by the LDC & LDMG Chair whenever the LDMP is invoked.

2.2 NOTIFICATION FLOWCHART



2.3 NOTIFICATION PROCESS

The LDC will activate the Financial Management Sub Plan whenever the LDMP is invoked.

When the Sub Plan is activated, the SBRC Infrastructure Financial Management Team will be notified to ensure that workorders are established for ‘Counter Disaster Operations’ and ‘Emergent Works’ / ‘Restoration of Essential Public Assets’. Relevant workorder numbers will need to be circulated to all staff with a copy of the memo contained at [Appendix A](#) to outline the process and as a reminder that disaster expenditure must be fully accountable.

If a decision is made to not invoke the plan, then financial management will continue using standard agency procedures.



SECTION 3: OPERATIONAL PROCEDURES

3.1 AUTHORITY / DELEGATION TO EXPEND FUNDS

Generally, the authority to expend funds during disaster events will be as per normal business delegation requirements. The LDC is able to authorise financial expenditure within the limits of their normal financial delegation.

The SBRC Chief Executive Officer (CEO) is to approve any other Officers who require additional or enhanced financial authorisation as a result of the disaster event.

3.2 AUTHORISED EXPENDITURE

All costs incurred by SBRC as a result of a disaster event will be captured and recorded to meet the requirements of Queensland's Disaster Relief and Recovery Arrangements.

Clarification can be obtained from the Infrastructure Financial Management Team and / or LDC if required.

3.3 EXPENDITURE RECORDS

At the start of each financial year, works orders will be created by Infrastructure Services to capture costs for deployment of resources and response and recovery activities.

Expenses should be recorded in the following three (3) categories:

- Labour
- Plant hire
- Materials and services.

When an incident occurs, council and each participating department or agency should immediately begin accounting for personnel, equipment and other costs relating to the disaster response and recovery operation.

Separate recording of disaster-related expenditure shall be in accordance with the council's or relevant agency's financial procedures and supported by logs, formal records and file copies of expenditures to provide clear and reasonable accountability to ensure justification for reimbursement is maintained.

While innovative and expeditious means of procurement are called for during times of disaster events, it is still mandatory that good accounting principles and



practices be employed in order to safeguard the use of public funds from the potential of fraud, waste or abuse.

SBRC establishes a Financial Project for each financial year and a Project Code will be established for each event. Separate work order numbers will need to be issued at the time of activation for 'Counter Disaster Operations' and 'Emergent Works' to expedite the payment of appropriate claims post-event.

SBRC's financial management system, TechOne will be used for monitoring costs by sites / activities and are linked to the GL Cost Centre. If for some reason this system is not available, then as an alternative Guardian may also be used to track disaster costs.

Council's Procurement Policy encourages a Panel of Providers list in areas where Council typically engages contractors on a frequent basis, and this should provide functional information in the event of a disaster. The Panel of Provider lists are maintained by the Procurement Team and are available on request. A copy is held within the Local Disaster Coordination Centre.

3.4 DISASTER RECOVERY FUNDING ARRANGEMENTS (DRFA)

The Disaster Recovery Funding Arrangements (DRFA) applies from 1 November 2018 replacing the previous NDRRA Determination.

Under the joint Australian Government-State Disaster Recovery Funding Arrangements 2018, assistance is provided to alleviate the financial burden on states and territories. It also supports the provision of urgent financial assistance to disaster affected communities.

Under these arrangements, the State Government determines which areas receive assistance and what assistance is available to individuals and communities.

Where the arrangements have been activated, the Australian Government may fund up to 75 per cent of the assistance available to individuals and communities. This contribution is delivered through a number of assistance measures and may include:

Category A

- Counter Disaster Operation
- Personal Hardship Assistance Scheme

Category B

- Counter Disaster Operations



- Essential Services Safety and Reconnection Scheme
- Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)
- Disaster Assistance Loans (Not-For-Profit)
- Disaster Assistance (Small Business) Loans
- Disaster Assistance (Primary Producer) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-profit organisations
- Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business
- Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
- Freight Subsidies to Primary Producers

Category C

- Community Recovery Fund
- Special Disaster Assistance Recovery Grants

Category D

- Extraordinary Special Assistance Relief Measures

For further information refer to [Appendix B](#).

The DRFA can be activated when an event meets the definition of an 'eligible' disaster. Eligible events include *natural disasters or terrorist acts* for which:

- A coordinated multi-agency response was required AND
- State expenditure exceeds the small disaster criterion of \$240,000.

The intent of the DRFA is to help communities whose social, financial and economic well-being has been severely affected by an eligible disaster event. Following an eligible disaster event an impact assessment or initial evaluation of damage, loss and personal hardship will be undertaken and the Minister for Queensland Fire and Emergency Services (QFES) will activate those DRFA relief measures, which are appropriate based on demonstrated need. The Queensland Reconstruction Authority (QRA) is responsible for coordinating the delivery of relief measures in conjunction with other state agencies.

Activation of the DRFA relies on the damage, loss and personal hardship information provided by State agencies and Local Governments. DRFA activation can be requested by any state or local government by submitting an Activation Request form to QRA via email to DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of relief measures.



Once activated, the DRFA allows for eligible expenditure to be reimbursed by the QRA to activated State and Local Governments and disaster relief and recovery payments and loans to be disbursed to eligible individuals, communities, not-for-profit organisations, primary producers and small businesses – refer [Appendix B](#).

Local Government trigger points apply to DRFA funding. Each local government trigger point or contribution level amount is calculated on Council's prior year financials. Each local government must have eligible damage exceeding their trigger point to be able to claim under Restoration of Essential Public Assets. The trigger point amount is a contribution by Council and applies to each activated event. The trigger point for SBRC can be found here: <https://www.qra.qld.gov.au/funding/drfa/local-government-trigger-points>

Where the small disaster criterion will not be reached, the Minister may consider the activation of the State (funded) Disaster Relief Arrangements (SDRA) for community response or personal hardship needs (refer 3.5 below).

Included in DRFA arrangements are Counter Disaster Operations (CDO), which are activities undertaken by Local and State Government agencies to provide direct assistance to and in the protection of the general public before, during and after a disaster event. DRFA allows for the reimbursement of extraordinary costs associated with eligible CDO activities to alleviate personal hardship and distress. Local governments do NOT have a trigger point for CDO.

All claims must be prepared in accordance with the [Queensland Disaster Relief and Recovery Guidelines 2018](#).

SBRC will use its networks and resources to actively promote available DRFA assistance measures to the affected community.

3.5 STATE DISASTER RELIEF ARRANGEMENTS (SDRA)

The SDRA is an all-hazards relief program that is 100% State funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community response needs for disaster events where the DRFA is unable to be activated. SDRA is able to address a wider range of disaster events and circumstances where personal hardship exists. Two relief measures are available for activation under the SDRA:

1. Personal Hardship Assistance Scheme and
2. Counter Disaster Operations.

These are the same relief measures that are activated under the DRFA (refer Appendix B).



The SDRA is able to be activated when the Department of Communities, Housing and Digital Economy identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.

The Director-General of the Department of the Premier and Cabinet (supported by QRA) is responsible for activating the SDRA. QRA will coordinate the delivery of the SDRA assistance measures.

For further detail on eligible expenditure, refer to the [Queensland Disaster Relief and Recovery Guidelines 2018](#).

3.6 DISASTER DECLARATION V DRFA

The 'declaration of a disaster situation' is a formal declaration invoked under the *Disaster Management Act 2003*. It is a short-term declaration, which provides extraordinary operational powers to the Queensland Police Service and emergency services prior to, during and in the immediate wake of a disaster event.

The 'activation of the DRFA' by the Minister (see *Section 3.2* above) provides jointly funded State / Commonwealth Government financial assistance to communities affected by eligible disaster events.

The declaration of a disaster situation and the area covered by the declaration is not related to the activation of the DRFA and the area defined for the receipt of financial assistance.

The declaration of a disaster situation and/or the activation of the QDMA and/or the activation of the DRFA are independent and are not interlinked or conditional, although they may occur for the same event.

3.7 RECOUPING OF EXPENDITURE

Extreme care and attention to detail must be taken throughout the disaster response and recovery period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets, diary notes) in order to provide clear and reasonable accountability and justification for future reimbursement requests. Photographs and other documentary evidence should also be maintained. A folder should be created in [G:\DM\Operations*Event Name*\Operations\CDO\Supporting Information](#) to upload daily diaries to.

IMPORTANT: Reimbursement is not an automatic process and requires formal evidence of disaster-related expenditure linked to an eligible activity.



3.8 PREPARATION & SUBMISSION OF CLAIMS

Claims for reimbursement of funds relating to eligible costs incurred under the DRFA/SDRA 'Counter Disaster Operations', 'Emergency Works' and 'Reconstruction of Essential Public Assets' are uploaded to the [Managing and Reporting System \(MARS\) Portal](#) managed by the Queensland Reconstruction Authority.

All claims will be prepared and submitted by the Infrastructure Financial Management Team.

SBRC may engage external support to assist with the preparation of DRFA claims when appropriate.



APPENDIX A: MEMO TO STAFF - DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS

MEMO TO: All Staff

DATE: (ENTER DATE)

SUBJECT: DOCUMENTATION OF COSTS RELATING TO DISASTER EVENTS – (INSERT
NAME OF EVENT)

At this point in time Council has / has not received advice that this event has been activated under the Disaster Recovery Funding Arrangements (formerly known as NDRRA).

Regardless, it is important to document costs associated with this disaster event as it is possible that South Burnett Regional Council may be able to seek reimbursement for costs relating to eligible activities under the following categories:

CATEGORY A

- Counter Disaster Operations (CDO)

OR

CATEGORY B

- Counter Disaster Operations (CDO)
- Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

Counter Disaster Operations under **Category A** is designed to cover reimbursement of extraordinary costs associated with eligible activities to alleviate personal hardship and distress.

Counter Disaster Operations under **Category B** is designed to cover reimbursement of extraordinary costs associated with eligible activities aimed at protecting the general public and ensuring public health and safety in public areas (e.g. the community as a whole will benefit from the activity being undertaken).

Further detail on eligible activities can be found in the [Infrastructure Recovery Manual – CDO Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Guidelines](#) (p.32-37).



Work orders will be provided and must be used for all Counter Disaster Operations expenditure.

Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works)

The Reconstruction of Essential Public Assets (including Emergency Works and Immediate Reconstruction Works) is provided under Category B. It is designed to cover reconstruction of eligible uninsured essential public assets damaged as a direct result of an eligible disaster to pre-disaster function. Local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement.

EMERGENCY WORKS

Emergency works are works deemed necessary during the course of a disaster to protect eligible public assets or to restore essential services and maintain public safety. This could include earthmoving, rock placing, sandbagging, installation of tarpaulins, erection of warning signs/barriers, pothole patching, removal of silt and debris, cleaning and removal of an asset or stores to prevent damage.

Immediate post-disaster repairs to an eligible asset are also eligible to enable it to operate/be operated at a reasonable level of efficiency - this would include clean-up costs, removal of silt, debris and temporary repairs.

Activities must be completed within sixty days from date of impact to the local government area.

Further detail on eligible activities can be found in the [Infrastructure Recovery Manual – Emergency Works Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Guidelines](#) (p.38-51).

Work orders will be provided and must be used for all Emergency Works expenditure. Data must be collected using the Asset Edge – Recover database.

RECONSTRUCTION WORKS

Restoration of Essential Public Assets as per the [Infrastructure Recovery Manual – REPA Delivery and Acquittal Procedure in Guardian IMS](#) references and / or the [Queensland Disaster Relief and Recovery Arrangements Guidelines](#). Restoration works must be completed as soon as possible, noting the Allowable Time Limit to undertake works is two years from end of financial year of when the disaster occurred.

No charges are to be made in this category until approval is received, exception to this is where public safety is compromised by repair works not being undertaken ASAP or where substantial additional repair costs will be caused by delays in repairs – in such cases



Financial Management Sub Plan

approval to proceed will be required from the General Manager Infrastructure Services (NOTE: this will be an exception to the general process).

Work orders will be issued at the time of approval.

For further information on DRFA, please refer to: <https://www.qra.qld.gov.au/funding/drfa>

Please ensure you make every effort to charge to the correct work order as this will assist with the expeditious reimbursement of funds following the event.

Please remember that reimbursement is not an automatic process and requires formal evidence of disaster-related expenditure linked to an eligible activity. It is therefore crucial that you ensure you maintain accurate records of work performed e.g. timesheets, photos and / or diary notes.

Thank you for your cooperation.

Regards

Local Disaster Coordinator (LDC)



APPENDIX B: DRFA & SDRA INFORMATION SHEET

March 2021

DRFA & SDRA

Disaster Recovery Funding Arrangements State Disaster Relief Arrangements

Information sheet 2020–21

What is the DRFA?

The DRFA is a joint funding initiative of the Australian and state governments to provide disaster relief and recovery payments and infrastructure restoration to help communities recover from the effects of natural disasters and terrorist acts. In Queensland, this program is managed on a whole-of-government basis by the Queensland Reconstruction Authority (QRA).

Definition of an eligible disaster

A natural disaster or terrorist act for which:

- a coordinated multi-agency response was required, and
- state expenditure exceeds the Commonwealth's small disaster criterion, which is set at \$20,000 for 2020-21.

DRFA eligible disasters include:

bushfire

cyclone

earthquake

flood

landslip

meteor strike

storm

storm surge

terrorist act

tornado

tsunami

Activation

DRFA Activation Requests can be made by any state agency or local government via QRA's Management and Reporting System (MARS) disaster funding application portal at <https://recovery.qld.gov.au>

Note: Activation Requests can still be made via email to DRFA@qra.qld.gov.au

In Queensland, the Minister for Fire and Emergency Services is responsible for activating the DRFA. The DRFA activation relies on the damage, loss and personal hardship information provided by state agencies and local governments.

Activation of the DRFA allows for eligible expenditure to be reimbursed by QRA to activated state agencies and local governments, and for losses to be disbursed to eligible individuals, not-for-profit organisations, primary producers and small businesses. This is done in compliance with the:

- Disaster Recovery Funding Arrangements (DRFA) 2018, and
- Queensland Disaster Relief and Recovery Funding Guidelines (QDRRFGL).

The DRFA can be activated when the event meets the definition of an eligible disaster.

Note: The activation of the DRFA is not dependent upon the declaration of a disaster situation. A declaration of a disaster situation is a separate action and provides extraordinary powers for the protection of the public during a disaster situation under the Disaster Management Act 2003.

The declaration of a disaster situation and/or the activation of the Queensland Disaster Management Arrangements and/or the activation of the DRFA are independent and are not interlinked or conditional, although they may occur for the same event.

Australian Government – State funding of DRFA

For simplicity, the publicly acknowledged DRFA funding splits are:

- **Categories A and B** – up to 75% Commonwealth and 25% State
- **Category C** – 50% Commonwealth and 50% State funding
- **Category D** – funding split is agreed to when the measure is approved.

Show if there be any (unintended) inconsistencies between this information sheet, the Australian Government DRFA and the QDRRFGL, then the Australian Government DRFA will take precedence.

Level 11, 400 George Street Brisbane PO Box 15428 City East Queensland 4002 Australia
 Tel: 3008 7200 Fax: 3008 7299 E: info@qra.qld.gov.au W: www.qra.qld.gov.au





Relief and recovery assistance measures under the DRFA

Category A

Counter Disaster Operations
Reimbursement of extraordinary costs associated with eligible activities to alleviate personal hardship and distress.
None: local governments do not have a trigger point for this relief measure.
DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIS](mailto:MAIS@qra.qld.gov.au) or email DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of this relief measure.
Administering Authority once activated: QRA. Ph: 1800 110 843. Email: Submissions@qra.qld.gov.au

Personal Hardship Assistance Scheme
One-off payments to alleviate personal hardship and distress.

- Emergency Hardship Assistance – a grant to address the immediate needs (e.g. food, clothing, emergency accommodation or medical supplies) of individuals and families who are unable to support/fund their own relief and recovery
- Essential Services Hardship Assistance – a grant to individuals or families who are suffering hardship due to loss of essential services for more than five days, and are unable to support/fund their own relief and recovery
- Essential Household Contents Grant – a financial contribution towards the repair or replacement of uninsured essential household contents (income tested)
- Structural Assistance Grant – a financial contribution towards the repair of damage to an uninsured dwelling (including caravans and residential vessels) to return it to a safe, habitable and secure condition (income tested)

If Department of Communities, Housing and Digital Economy (DCHDE) identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.
DRFA activation requested and administered by: DCHDE. Ph: 13 QGOV (137468)

Reconstruction of Essential Public Assets (Including Emergency Works and Immediate Reconstruction Works)
Reconstruction to pre-disaster function of all QRA, uninsured, essential public assets damaged as a direct result of an eligible disaster.
None: local governments must have eligible expenditure exceeding their trigger points to be able to submit for reimbursement.
DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIS](mailto:MAIS@qra.qld.gov.au) or email DRFA@qra.qld.gov.au detailing the disaster situation and estimated damage expenditure of assets.
Administering Authority once activated: QRA. Ph: 1800 110 843. Email: Submissions@qra.qld.gov.au

Disaster Assistance (Not-for-profit organisations) Loans
Concessional loans up to \$100,000 to not-for-profit organisations to repair or replace damaged plant and equipment, and/or repair essential premises.
DCHDE regional officers source information from state agencies and local governments, industry bodies, non-government organisations and "on the ground" observations from staff visiting affected area.
If DCHDE identifies a need for the activation of this relief measure, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.
DRFA activation requested by: DCHDE. Ph: 13 QGOV (137468)
Administering Authority once activated: Queensland Rural and Industry Development Authority (QRIDA). Ph: 1800 623 948

Disaster Assistance (Small Business) Loans
Concessional loans up to \$250,000 to small business operators to repair or replace damaged buildings, plant and equipment, or stock.
Department of Tourism, Innovation and Sport (DTIS) in conjunction with Department of Employment, Small Business and Training (DESBT) will provide regional support to source information from state agencies and local governments, industry bodies, small businesses and "on the ground" observations from staff visiting affected area.
If DESBT identifies a need for the activation of this relief measure, DESBT will contact QRA to request activation. If local government identifies a need for activation, they are to contact DESBT directly.
DRFA activation requested by: DESBT. Ph: 13 QGOV (137468)
Administering Authority once activated: QRIDA. Ph: 1800 623 948

Disaster Assistance (Primary Producers) Loans
Concessional loans up to \$250,000 to primary producers to repair or replace damaged buildings, plant and equipment or livestock.
Department of Agriculture and Fisheries (DAF) regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.
If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.
DRFA activation requested by: DAF. Ph: 13 QGOV (137468)
Administering Authority once activated: QRIDA. Ph: 1800 623 948

Category B

Counter Disaster Operations
Reimbursement of extraordinary costs associated with eligible activities aimed at protecting the general public and ensuring public health and safety in public areas (e.g. the community as a whole will benefit from the activity being undertaken).
None: local governments do not have a trigger point for this relief measure.
DRFA activation can be requested by any state agency or local government by submitting an Activation Request form to QRA via [MAIS](mailto:MAIS@qra.qld.gov.au) or email DRFA@qra.qld.gov.au detailing the disaster situation and requesting activation of this relief measure.
Administering Authority once activated: QRA. Ph: 1800 110 843. Email: Submissions@qra.qld.gov.au

Essential Services Safety and Reconnection Scheme
To assist homeowners to inspect and/or repair damaged essential services (electricity, gas, water, sewerage/septic systems) that are uninsured. (income tested).
If DCHDE identifies that local service providers have reached their capacity to provide a service to people identified as experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.
DRFA activation requested and administered by: DCHDE. Ph: 13 QGOV (137468)

DRFA a. SCBA - Preliminary Sheet | 5



Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-profit organisations
 Concessional loans up to \$100,000 to not-for-profit organisations that have suffered a significant loss of income for essential working capital required to continue operations.
 DCHDE regional officers source information from state government agencies and local governments, industry bodies, non-government organisations and "on the ground" observations from staff visiting affected area.
 If DCHDE identifies a need for the activation of this relief measure, DCHDE will contact QRA to request activation. If local government identifies a need for activation, they are to contact DCHDE directly.
 DRFA activation requested by: DCHDE. Ph: 13 QGOV (1374 68)
 Administering Authority once activated: QRIDA. Ph: 1800 623 996

Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business
 Concessional loans up to \$300,000 to small businesses that have suffered a significant loss of income for essential working capital required to continue business operations.
 DMS in conjunction with DESBT will provide regional support to source information from state government agencies and local governments, industry bodies, small businesses and "on the ground" observations from staff visiting affected area.
 If DESBT identifies a need for the activation of this relief measure, DESBT will contact QRA to request activation. If local government identifies a need for activation, they are to contact DESBT directly.
 DRFA activation requested by: DESBT. Ph: 13 QGOV (1374 68)
 Administering Authority once activated: QRIDA. Ph: 1800 623 996

Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
 Concessional loans up to \$300,000 to primary producers that have suffered a significant loss of income for essential working capital required to continue operations.
 DAF regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.
 If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.
 DRFA activation requested by: DAF. Ph: 13 QGOV (1374 68)
 Administering Authority once activated: QRIDA. Ph: 1800 623 996

Freight Subsidies to Primary Producers
 Assistance up to \$5,000 for movement of stock, feed, machinery, fuel, water and building/ fencing materials.
 DAF regional officers source information from state agencies and local governments, industry bodies, primary producers and "on the ground" observations from staff visiting affected area.
 If DAF identifies a need for the activation of this relief measure, DAF will contact QRA to request activation. If local government identifies a need for activation, they are to contact DAF directly.
 DRFA activation requested by: DAF. Ph: 13 QGOV (1374 68)
 Administering Authority once activated: DAF. Ph: 13 25 23

Category C

Category C relief measures may be made available where the community is severely affected by an eligible disaster and existing standard DRFA relief measures are insufficient to support community recovery. Category C is only available in exceptional circumstances.

Approved by the Prime Minister and the Premier.

Community Recovery Fund
 Aimed at community recovery, community development and community capacity building for the future.
 DCHDE will collate and review impact information, and if required, a request will be forwarded to QRA for review, then on forwarded to the Department of the Premier and Cabinet (DPC). If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.

DRFA activation requested by: DCHDE. Ph: 13 QGOV (1374 68)
 Administering Authority once activated: DCHDE. Ph: 13 QGOV (1374 68)

Special Disaster Assistance Recovery Grants
 Up to \$25,000 may be made available for small businesses, primary producers and not-for-profit organisations that have suffered direct impact from the eligible disaster. Grants can be used for clean-up and reinstatement, but not for providing compensation for losses (i.e. loss of income) trade.

Not-for-profit organisations – DRFA activation requested by: DCHDE.
 Small business – DRFA activation requested by: DESBT.
 Primary producers – DRFA activation requested by: DAF

The requesting agency will source information from state agencies and local governments, industry bodies, Chambers of Commerce, primary producers, small businesses and "on the ground" observations from staff visiting the affected areas for each sector. The requesting agency will then review the information collated and if it meets the requirements as set by the Commonwealth, a request will be forwarded to QRA for review, then on forwarded to DPC. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.
 Administering Authority once activated: QRIDA. Ph: 1800 623 996

Category D

Category D relief measures may be made available when the community is so severely affected by an eligible disaster that additional funding is required to meet the particular circumstances of the event, and where a gap or need for special assistance arises that is above and beyond the standard suite (Category A and B) of the DRFA assistance.

Approved by the Prime Minister and the Premier.

If local governments identify a need for a Category D Disaster Recovery Special Assistance relief measure, they are encouraged to contact the relevant state agency. The state agency will collate and review the information and, if necessary, prepare a request for QRA to review and on forward to DPC. If endorsed by the Premier, it will be forwarded to the Commonwealth for approval by the Prime Minister.
 Administering Authority: Dependent upon the type of assistance made available.

DRFA & SDRFA Information Sheet | 9

Page 18 of 20

V2 17 June 2021

Item 7.2 - Attachment 5

Page 213



State Disaster Relief Arrangements (SDRA)

The SDRA is an all hazards relief program that is nationally funded and covers natural and non-natural disasters. The purpose of the SDRA is to address personal hardship and community needs for disaster events where the DORA is unable to be activated. SDRA relief measures for the Personal Hardship Assistance Scheme and Counter Disaster Operations are the same relief measures that are activated under the DORA.

The SDRA is able to be activated when DQDDE identifies that local service providers have reached their capacity to provide a service to people experiencing personal hardship as a direct result of a disaster event, or that there are no local service providers to assist in the event of a disaster.

The Director-General of DPC (supported by QRA) is responsible for activating the SDRA. QRA will coordinate the delivery of the SDRA assistance measures.

Key contacts quick guide

A ASSISTANCE FOR INDIVIDUALS

- Emergency Hardship Assistance Grant**
- Essential Services Hardship Assistance Grant**
- Essential Household Contents Grant**
- Structural Assistance Grant**
- Essential Services/Safety and Reconnection Scheme**

Department of Communities, Housing and Digital Economy
Ph: 1800 073 349
www.communities.qld.gov.au

A ASSISTANCE FOR SMALL BUSINESSES, PRIMARY PRODUCERS AND NON-PROFIT ORGANISATIONS

- Disaster Assistance Loans**
- Disaster Assistance: Essential Working Capital Loans**

Queensland Rural and Industry Development Authority
Ph: 1800 623 946
www.qris.qld.gov.au

A ASSISTANCE FOR STATE AGENCIES AND LOCAL GOVERNMENTS

- Counter Disaster Operations**
- Reconstruction of Essential Public Assets - Including Emergency Works and Immediate Reconstruction Works**

Queensland Reconstruction Authority
Ph: 1800 110 843
www.qra.qld.gov.au

Additional funding outside the DORA & SDRA could be made available by the Commonwealth to assist communities to recover, such as the Australian Government Disaster Recovery Payment (AGDRP) and the Australian Government Disaster Recovery Allowance (AGDRA). Information on funding available from the Commonwealth is located on:

www.disastersassist.gov.au

Further information

Commonwealth DRRP 2018
www.disastersassist.gov.au

Queensland Disaster Relief and Recovery Funding Guidelines
www.qra.qld.gov.au

Queensland Reconstruction Authority
Ph: 1800 110 843
Email: info@qra.qld.gov.au
www.qra.qld.gov.au

QRA's disaster funding application portal
<https://recovery.qra.org.au>

Should there be any duplication/inconsistencies between this information sheet, the Australian Government DRRP and the QDQDQ, then the Australian Government DRRP will take precedence.

DORA & SDRA Information Sheet | 4



APPENDIX C: INFRASTRUCTURE FINANCIAL MANAGEMENT TEAM CHECKLIST

Key Task	Tick
<ul style="list-style-type: none"> Ensure a Financial Project has been established for the current financial year in TechOne. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish a Project Code for each event (on activation). 	<input type="checkbox"/>
<ul style="list-style-type: none"> Establish work order numbers for 'Counter Disaster Operations' and 'Emergent Works' to expedite the payment of appropriate claims post-event. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Commence operations log in Guardian IMS. Regularly review Guardian IMS for tasks and to maintain situational awareness. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Locate the Infrastructure Recovery Manual in Guardian IMS references and familiarise with the procedure for Counter Disaster Operations, Emergency Works and Reconstruction of Essential Public Assets. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Determine the limit of expenditure permitted without further reference to senior management and ensure a process exists to expeditiously authorise other officers as required. 	<input type="checkbox"/>
<p>Activate a recording system for disaster or emergency event related expenditure, to expedite the payment of appropriate DRFA claims post event.</p>	<input type="checkbox"/>
<p>Ensure DRFA reconstruction works are appropriately project managed to ensure requirements of relevant guidelines are met.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> Prepare and submit financial claims via the MARS system to the QRA. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Contribute to Situation Reports (SITREPS) as required. 	<input type="checkbox"/>
<ul style="list-style-type: none"> Participate in debriefs as required. 	<input type="checkbox"/>

Local Disaster Management Sub-Plan

Logistics Sub Plan

V2 June 2021





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS 3

SECTION 1: OVERVIEW OF PLAN 4

1.1 Context & Assumptions 4

1.2 Aim & Objectives of Plan 4

1.4 Ownership 4

1.5 Support Agencies..... 5

1.6 Links with Other Documents 5

SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES 6

2.1 Activation of the Plan 6

2.2 Notification Flowchart..... 6

2.3 Notification Process 6

SECTION 3: EMERGENCY LOGISTICS 7

3.1 Logistics Planning 7

3.2 Logistics Officer..... 7

3.3 Management of Logistics Function During Operations..... 7

 3.3.1 Small Scale Events 7

 3.3.2 Large Scale Events 7

3.4 Emergency Supply 7

3.5 Emergency Transportation..... 8

 3.5.1 Fuel Supplies 8

3.6 QDMA Requests for Assistance (RFA) 9

3.7 Council to Council (C2C) Support Program 9

3.8 Managing Offers of Assistance 9

 3.8.1 Financial Donations 10

 3.8.2 Goods and Services 10

 3.8.3 Spontaneous Volunteers 10

3.9 Financial Management..... 10

SECTION 4: RESUPPLY OPERATIONS..... 11

4.1 Resupply Preparation..... 11

4.2 Resupply Execution 12

 4.2.1 Isolated Community Resupply..... 12

 4.2.2 Isolated Rural Property Resupply..... 12

 4.2.3 Resupply of Stranded Persons 13

APPENDIX A: LOGISTICS OFFICER OPERATIONAL CHECKLIST..... 14

APPENDIX B: QDMA REQUEST FOR ASSISTANCE FORM 15

APPENDIX C: REQUEST FOR ASSISTANCE (RFA) PROCESS MAP..... 16



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT & ASSUMPTIONS

Timely acquisition and deployment of services and supplies is critical to the efficient response to and recovery from a disaster event. Resource management, particularly of human and material resources, is an area which can cause extreme problems in the response to a major event, unless processes are planned in advance and further developed at the time of an event to manage the issue.

As well as an influx of requests for human and material assistance, the Logistics Sub Plan will need to implement processes to manage resources, both requested and otherwise, that may start to arrive in the affected area.

In small events, these issues may be adequately addressed via South Burnett Regional Council's (SBRC) business as usual stores procedures, but larger-scale events may require specific logistics planning and processes to be employed. If additional warehousing facilities need to be established, SBRC will work with external providers to manage these facilities on its behalf.

The SBRC will implement processes to channel support towards relevant local charitable organisations and will work closely with organisations such as GIVIT and Volunteering Queensland as needed to access support in managing logistical issues.

1.2 AIM & OBJECTIVES OF PLAN

The aim of the Emergency Logistics and Resupply Sub Plan is to detail the logistics and resupply arrangements that are in place to meet the resource needs of disaster affected communities in the SBRC area. The key objectives are to:

- Provide arrangements for the efficient supply and coordination of local resources and detail the processes required to formally request additional resources via the Queensland Disaster Management Arrangements (QDMA)
- Provide appropriate transportation resources in the event of an emergency / disaster
- Detail resupply arrangements and ensure individuals, rural properties and communities can be resupplied with food and essential goods for survival during times of extended isolation.

1.4 OWNERSHIP

This Sub Plan is owned by the Local Disaster Coordinator (LDC) on behalf of the Local Disaster Management Group (LDMG). All significant amendments must be approved by the LDMG.

The 'Owner' will ensure the:



- Master document is retained together with relevant supporting documents
- Level of circulation of the Sub Plan is determined by the LDMG and details are recorded of copyholders (see Appendix C)
- Sub Plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- Sub Plan is tested and exercised as determined by the LDMG.

1.5 SUPPORT AGENCIES

All member organisations of the LDMG are support agencies to this Sub Plan. In addition, the following local and state organisations are also identified as support agencies:

- Department of Housing and Public Works
- Department of Transport and Main Roads
- Transport operators (road, air)
- Hire companies
- Retailers
- Suppliers and contractors
- Community groups, service clubs and charities
- GIVIT
- Volunteering Queensland
- Australia Post.

1.6 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.

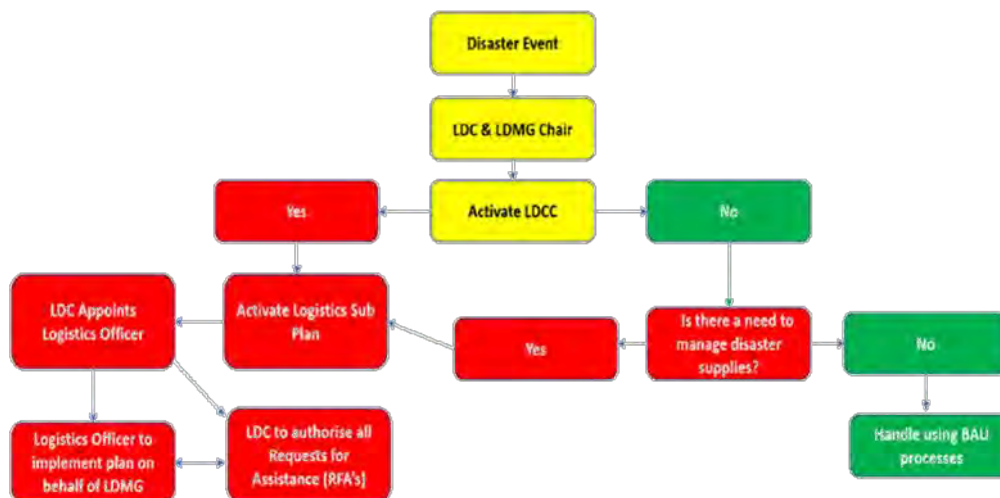


SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

This Sub Plan will be activated by the LDC and LDMG Chairperson whenever there is a need to manage the receipt and delivery of disaster services and supplies into the SBRC LGA. The plan will be automatically activated if the Local Disaster Coordination Centre (LDCC) moves to STAND UP.

2.2 NOTIFICATION FLOWCHART



2.3 NOTIFICATION PROCESS

Once the Emergency Logistics Sub Plan is activated, the LDC will need to determine whether they will retain responsibility for the logistics function or delegate responsibility to the Logistics Officer.

The implementation of the Sub Plan will be managed by the Logistics Officer who will report to the LDC. The LDC will authorise all Requests for Assistance (RFA) to the District Disaster Management Group (DDMG).

This Sub Plan has been developed as an operational guide with pre-determined strategies to reflect the area's particular needs and profile and is able to be adapted to the specific circumstances of the event. See the operational checklist at [Appendix A](#).



SECTION 3: EMERGENCY LOGISTICS

3.1 LOGISTICS PLANNING

The LDMG has undertaken significant pre-planning for disaster logistics operations. A risk-based approach to planning has been adopted based on local hazard exposure, and community need. Key suppliers and other stakeholders have been identified and documented.

3.2 LOGISTICS OFFICER

A Logistics Officer may be appointed to support the LDMG and / or LDCC. If a Logistics Officer is not appointed, this role is undertaken by the LDC.

The Logistics Officer will implement the Logistics Sub Plan on behalf of the LDMG.

The Logistics Officer has overall responsibility for the procurement, delivery and receipt of appropriate services and supplies, ensuring requests are to an acceptable level of quality, in the quantities required, and at the places and times they are needed to support disaster operations.

3.3 MANAGEMENT OF LOGISTICS FUNCTION DURING OPERATIONS

3.3.1 Small Scale Events

In smaller events, it will be possible to manage the logistics requirements as an extension of the existing SBRC store at Kingaroy, utilising the processes already in place for day-to-day operations.

3.3.2 Large Scale Events

Where the LDCC is activated, a Logistics Team will manage all logistical demands relating to the event. Further information on the Logistics role in the LDCC can be found in the Activation & Operation of the LDCC Sub Plan.

In major events where there is a magnitude of issues involved, or where in-house storage and warehousing capacity is exceeded, out-sourcing may be considered. There are specialist logistics companies who can potentially provide a service as required. Alternatively, the Department of Housing and Public Works could be engaged via a formal Request for Assistance (RFA) to provide a district-wide logistics management service.

3.4 EMERGENCY SUPPLY

Emergency supply relates to the acquisition and management of emergency supplies and services in support of disaster operations.



The Logistics Officer will have access to various resource lists that can be used at the time of an event to procure emergency supplies.

An Emergency Supply Register is available in Guardian IMS which includes aviation providers, airstrips, bedding suppliers, construction contractors, chemical/cleaning specialists, food stocks/stores/outlets, general hardware, hire equipment, fuel, refrigeration, transport providers, waste management and water suppliers.

The SBRC also has pre-qualified suppliers for Plant and Equipment, Hire, Trades and General Services. These are available within Felix and Guardian IMS.

The [South Burnett Yellow Pages](#) phone directory of local businesses in the region by category.

SBRC should exhaust all local resources prior to making a Request for Assistance (RFA) through the QDMA – [refer 3.6 below](#).

3.5 EMERGENCY TRANSPORTATION

The LDMG may be required to coordinate the use of transportation resources to support disaster operations. Suitable transport resources may be needed for:

- Emergency services personnel and other agencies involved in operations
- Persons requiring assistance to evacuate or return home
- Mobility impaired persons
- Medical, food, equipment and resources and other supplies.

The LDMG will work collaboratively to supply and coordinate emergency transportation as required. Every effort will be made to provide suitable transport resources (i.e. buses, forklifts, elevated work platforms, aircraft) and suitably qualified transport operators in the event of a disaster for moving personnel, equipment, supplies and members of the public – refer Emergency Supply Register in Guardian IMS.

3.5.1 Fuel Supplies

During an event, the Logistics Team will monitor fuel supply issues. The LDC is to be advised of any emerging fuel problems.

Consideration will also be given to priority fuel provision for transport vehicles involved in disaster response as required. Consider fuel truck with metered output for the maintenance of fuel supplies.



3.6 QDMA REQUESTS FOR ASSISTANCE (RFA)

When the LDMG requires additional logistics support and/or resources to meet operational requirements, they must seek assistance through a formal request to the DDMG.

The Logistics Officer is responsible for preparing, submitting, tracking and monitoring the status of RFA's. All RFA's are to be approved by the LDC.

The LDMG must clearly articulate the resource capability required or the problem and outcome they need using the official RFA template. The request must provide sufficient details about description, quantity and delivery time to ensure an efficient and timely response.

If the DDMG is unable to fulfil the request, it will be escalated to the State Disaster Coordination Centre (SDCC) for action.

The preparation of RFA's should be undertaken using Guardian IMS wherever possible. If Guardian IMS is unavailable, a copy of the RFA Form is available at Appendix B. A [RFA Reference Guide RG.1.196](#) is also available for further assistance.

3.7 COUNCIL TO COUNCIL (C2C) SUPPORT PROGRAM

Relationships with neighbouring Councils are effective and requests for support shall be coordinated between the relevant LDC's. The DDMG should be advised prior to the cross-boundary arrangements being implemented, to assist the state-wide coordination of resources.

Additionally, the Council-to-Council Support Program (C2C) responds to the needs of councils affected by natural disasters and acknowledges the desire of unaffected councils to support their colleagues during these events.

During a disaster event, SBRC may seek assistance from other local councils and vice versa to provide personnel or physical resources (e.g. machinery, signs, bedding, vector control teams).

The C2C program is a streamlined method for providing assistance from one local government group to another within Queensland's disaster management arrangements. Local requests for C2C support are made through the RFA process to the DDC via the LDMG.

3.8 MANAGING OFFERS OF ASSISTANCE

The [Queensland Policy for Offers of Assistance](#) indicates that the public may generously offer assistance to disaster affected individuals and communities in the form of financial donations, volunteering, and goods and services.



Offers of assistance can provide significant support to those affected by a disaster event and aid local businesses and the wider community to recover. However, if not appropriately managed the LDMG may become quickly overwhelmed.

Public messaging around offers of assistance needs to be clear and consistent. All offers of assistance will be managed in accordance with the [Managing Offers of Assistance Manual M.1.202](#).

3.8.1 Financial Donations

Financial donations may be offered spontaneously or in response to disaster appeal funds to provide financial relief and assistance to those affected. Each event may be different. SBRC will direct financial donations towards local charities and relief organisations. In the unlikely event that SBRC needs to establish an appeal fund, this will be outsourced to an organisation such as GIVIT or the Australian Red Cross.

3.8.2 Goods and Services

Includes solicited or unsolicited goods and services offered by members of the public, community, businesses, organisations and corporate entities to support individuals and communities following disaster events.

During large scale disasters, consideration will be given to working with [GIVIT](#) who match donated goods to those in need and provide virtual warehousing solutions.

3.8.3 Spontaneous Volunteers

Spontaneous volunteers are individuals or groups who arrive unsolicited following a disaster and wish to help the community. Spontaneous volunteers often want to assist immediately but may not be prepared (or insured) for the risks, conditions or environmental dangers. Refer [Communities Responding to Disasters: Planning for Spontaneous Volunteers](#).

During large scale disasters, consideration will be given to working with [Volunteering Queensland](#) who can assist SBRC with processes to ensure spontaneous volunteers are properly registered and insured so they can provide the required support to the community in a way that is safe and builds resilience.

3.9 FINANCIAL MANAGEMENT

Refer to Financial Management Sub Plan which outlines the financial management arrangements to be used during disaster events.



SECTION 4: RESUPPLY OPERATIONS

4.1 RESUPPLY PREPARATION

Most events that isolate communities in the SBRC area occur on a seasonal basis and their effects on access routes can be predicted with reasonable accuracy. Communities which are likely to be affected by such events are expected to prepare well in advance for both the event and the expected period of isolation. Refer to Chapter 2 of [Manual M.1.205 Queensland Resupply](#).

SBRC should consider conducting community education programs and coordinating preparation activities. Refer to section 2.4 of [Manual M.1.205 Queensland Resupply](#).

The size and geographic diversity of the SBRC area and the nature of the hazards likely to affect those communities guarantees that at some time, some communities will be temporarily isolated by the effects of one or more of those hazards. When this occurs, the hardship imposed upon the communities concerned could require a response from the LDMG.

Resupply is not a substitute for preparation. Resupply is a last resort measure. It requires a significant amount of planning and effort to conduct and is expensive. The community should be encouraged to prepare for periods of isolation rather than rely on resupply for their essential goods. Communities and individuals are responsible for looking after their own health and well-being and this responsibility does not change during periods of isolation.

However, it is recognised that there may be times when access to the essentials of life such as food and medication becomes compromised by virtue of isolation from the normal supply system. Individuals and communities should not become reliant on resupply operations and should make every effort to become self-sufficient in all their needs in case of isolation. This Sub Plan does not compromise the fundamental responsibility of individuals in relation to preparedness, self-help and mutual assistance.

It is the policy of the State that a set of procedures exists to ensure that communities are not economically disadvantaged by isolation and that food supplies and basic commodities can be provided to rural and remote communities which are vulnerable to isolation for extended periods of time.

Under the Queensland Resupply arrangements, the State Government will pay the additional transport costs involved in delivering items essential for survival to isolated communities. [Manual M.1.205 Queensland Resupply](#) is a toolkit to the [Prevention, Preparedness, Response and Recovery \(PPRR\) Disaster Management Guideline](#). It exists to ensure a fair, equitable and consistent approach to resupply and outlines the various roles and responsibilities of different levels of the disaster management system.



It is essential that the correct procedures are applied when conducting resupply operations to facilitate financial accountability and reimbursement for any measures taken.

4.2 RESUPPLY EXECUTION

When a need for resupply is identified by the LDMG, it will fit within one of three distinctly different categories:

4.2.1 Isolated Community Resupply

This resupply operation occurs when people residing in a community have access to retail outlets, but those outlets are unable to maintain the level of essential goods required due to normal transport routes being inoperable as a result of a natural disaster event. In this scenario, the state government contributes to the cost of transporting goods by alternate methods.

This operation ensures essential goods are available to the community through the normal retail facilities within that community. This maintains the safety and wellbeing of humans and domestic animals during the period of isolation.

There are a number of template letters to retailers that can be adapted for use in the SBRC area.

Refer to Chapter 3 of [Manual M.1.205 Queensland Resupply](#)

4.2.2 Isolated Rural Property Resupply

Isolated rural properties are groups of individuals isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event. This may include primary producers, outstations or small communities that have no retail facilities and require resupply. The aim of resupply operations to isolated rural properties is to maintain access to essential goods, including medications.

Isolated rural property owners are responsible for placing and paying for their orders with retailers. The LDCC and DDCC facilitate and meet the cost of transport only. Resupply to isolated rural properties may continue for some time after resupply to isolated communities is no longer required.

LDMGs whose area of responsibility contains rural properties that are subject to isolation should ensure that all rural properties are aware of the resupply process, protocols and contacts.

There are template letters to isolated properties that can be adapted for use in the SBRC area.



Refer to Chapter 4 of [Manual M.1.205 Queensland Resupply](#)

4.2.3 Resupply of Stranded Persons

This type of resupply operation is undertaken to provide essential goods to individuals that are isolated from retail facilities due to normal transport routes being inoperable as a result of an event and are not at their normal place of residence. This normally relates to stranded travellers and campers.

The resupply or evacuation of stranded persons is coordinated by the Queensland Police Service (QPS). QPS may also use the resources of the LDCC – if it is activated – in response to a disaster event in the LGA.

QPS determines the most appropriate course of action: whether to resupply stranded individuals or to evacuate them to a safer environment. If the LDCC is not activated, QPS will resupply or evacuate stranded individuals and report through the normal police reporting system. Refer to Chapter 5 of [Manual M.1.205 Queensland Resupply](#)

Ensure that the Essential Goods Guidance is used to determine if goods are considered 'essential' to maintaining human and domestic animal life and/or health until normal resupply operations can recommence. Refer to section 2.3 of [Manual M.1.205 Queensland Resupply](#).



APPENDIX A: LOGISTICS OFFICER OPERATIONAL CHECKLIST

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



APPENDIX B: QDMA REQUEST FOR ASSISTANCE FORM

Request for Assistance

Event:		Date:		Time (24hr):	
Request forwarded to:	LDMG <input type="checkbox"/>	DDMG <input type="checkbox"/>	SDCC <input type="checkbox"/>	Council to Council <input type="checkbox"/>	
Task tracking no:					
To:					
From:		Phone:		Mob:	
Requesting officer's name, organisation and 24hr contact details: (must be the person who has <u>detailed knowledge</u> of the request and is able to answer <u>any</u> questions)					
Name:		Phone:		Mob:	
Organisation:		Email:			
Delivery address: physical street address (include landmarks, GPS coordinates as required)					
Co-ordinates: X Long: _____ Y Lat: _____					
On-site contact person and phone no: (must be available to accept delivery)					
Name:		Phone:		Mob:	
Priority: to be delivered on-site by " <u>detail time and date</u> " (Urgent or ASAP is not acceptable)					
Date:		Time:			
Details of Request: be specific about the required outcome OR clearly detail the resources required. Do Not use acronyms, state unit quantities only and list skill sets for human resources. Refer to the Request for Assistance checklist below.					

Request for Assistance Checklist: Ensure the following information is included in the request if applicable:

- Is transport needed
- Any hazardous situations
- Special handling requirements (forklift)
- Any access issues
- Requesting officer noted
- Priority noted
- Are skill sets clearly stated

Authorising Officer

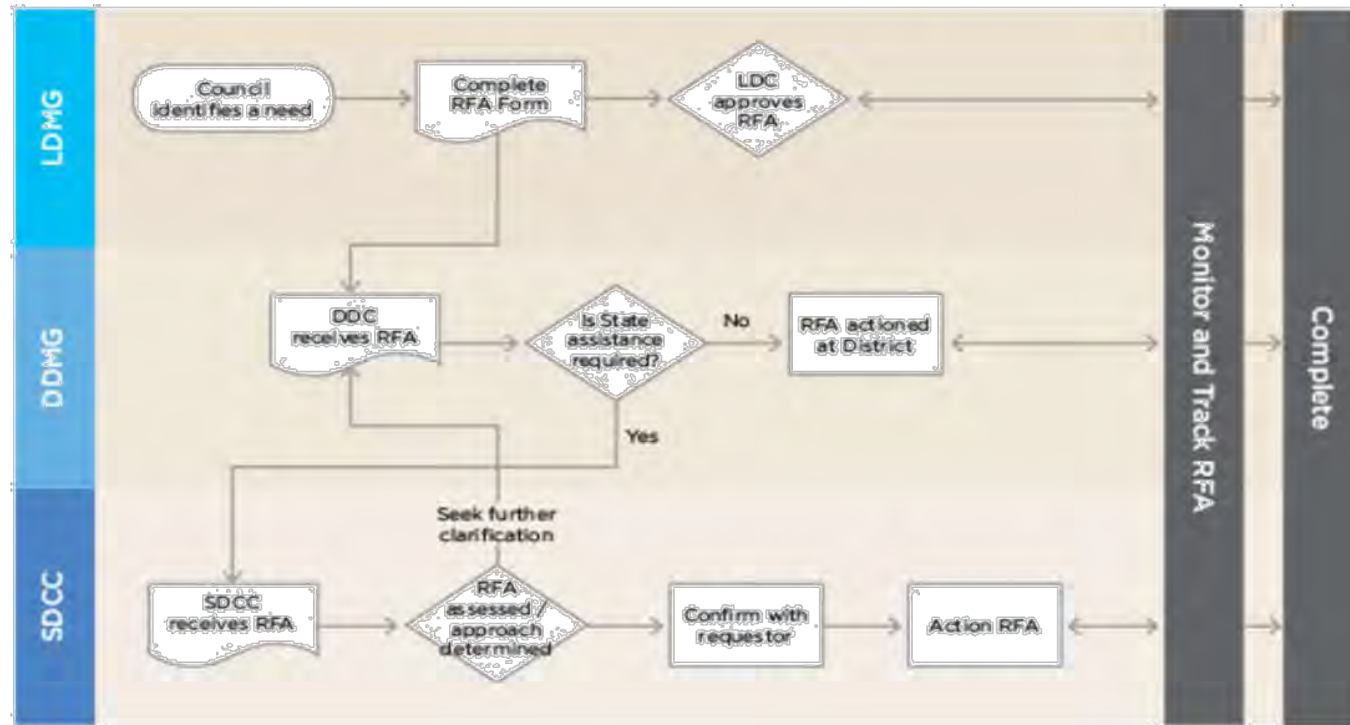
Name:		Position:			
Signature:		Date:		Time:	

DDC Authorisation

Name:		Position:			
Signature:		Date:		Time:	



APPENDIX C: REQUEST FOR ASSISTANCE (RFA) PROCESS MAP



Local Disaster Management Sub-Plan

Public Health Sub Plan

V2 June 2021





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS.....	3
SECTION 1: OVERVIEW OF PLAN	4
1.1 Context & Assumptions	4
1.2 Aim & Objectives of Plan	4
1.3 Ownership	4
1.4 Affected Parties.....	5
1.5 Links with Other Documents	5
SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES.....	6
2.1 Activation of the Plan	6
2.2 Notification Flowchart.....	6
2.3 Notification Process	6
SECTION 3: OPERATIONAL PROCEDURES.....	7
3.1 Environmental Health Officer (EHO's).....	7
3.2 QDMA Request for Assistance (RFA)	7
3.3 Impact Assessment	7
3.4 Public Health Information & Warnings.....	7
3.5 Evacuation Centres.....	7
SECTION 4: PROVISION OF SAFE DRINKING WATER.....	8
4.1 Potable Reticulated Water Supply.....	8
4.2 Other Water Supply.....	8
4.3 Length of Disruption	9
4.4 Minimum Water Supply Requirements	9
SECTION 5: FOOD SAFETY.....	9
5.1 Food premises.....	9
5.2 Inspections	9
5.3 Food Disposal.....	10
5.4 Donated Food	10
SECTION 6: WASTEWATER MANAGEMENT	10
6.1 Reticulated Sewerage System.....	10
6.2 Other Sewerage Systems.....	11
SECTION 7: WASTE MANAGEMENT.....	11
7.1 Waste Disposal	11
7.2 Disposal of Dead Animals.....	11
7.3 Asbestos Containing Material (ACM).....	12
SECTION 8: PEST CONTROL	12
8.1 Vector and Vermin Control.....	12
SECTION 9: INFECTIOUS DISEASE CONTROL	12
9.1 Infectious Disease Outbreaks	12
SECTION 10: ENVIRONMENTAL PROTECTION	12
10.1 Contaminants.....	12



Public Health Sub Plan

10.2 Noise and other Emissions..... 13

APPENDIX A: EHO OPERATIONAL CHECKLIST..... 14



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT & ASSUMPTIONS

A major disaster event may cause significant disruption to the community. Water supplies, sewage treatment, refuse disposal, and access to safe food may be compromised. A range of risks to public health may emerge and may continue for some time.

Queensland Health (QH) is the lead agency for the compliance of public health matters. The South Burnett Regional Council (SBRC) also has many responsibilities relating to public health and maintains a team of Environmental Health Officers (EHO's) to deliver business as usual (BAU) activities.

If SBRC's capacity is exceeded during a disaster event, a Request for Assistance (RFA) to the District Disaster Management Group (DDMG) may be required to engage the Darling Downs Hospital and Health Service (DDHHS) to support the SBRC EHO's.

1.2 AIM & OBJECTIVES OF PLAN

The aim of this Public Health Sub Plan is to minimise public health risks that may emerge during and after a disaster event. This is achieved through the provision of temporary preventative measures and by prioritising and directing the allocation of resources to conduct effective public health response activities. The key objectives are to:

- Implement temporary preventative health measures to minimise risks to public health
- Provide clear, concise and timely public health information to the South Burnett Local Disaster Management Group (LDMG) and the community
- Define the responsibilities of the SBRC EHO in the event of a disaster and the support required by the DDHHS.

1.3 OWNERSHIP

This Sub Plan is owned by the Local Disaster Coordinator (LDC) on behalf of the LDMG. All significant amendments must be approved by the LDMG.

The 'Owner' will ensure the:

- Master document is retained together with relevant supporting documents
- Level of circulation of the Sub Plan is determined by the LDMG and details of copyholders are recorded
- Sub Plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- Sub Plan is tested and exercised as determined by the LDMG.



1.4 AFFECTED PARTIES

SBRC retains functional responsibility for this Sub Plan on behalf of the LDMG.

The SBRC will work collaboratively with QH to fulfil shared responsibilities for the provision of public health services. The Sub Plan also directly applies to all member and advisor organisations of the LDMG.

1.5 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.



SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

The LDC and LDMG Chair will activate this Public Health Sub Plan on the advice of the SBRC Manager Environment & Waste or the DDHHS. The plan will be activated in relation to any event which requires preventative measures to be implemented to minimise risks to public health.

2.2 NOTIFICATION FLOWCHART



2.3 NOTIFICATION PROCESS

A SBRC EHO will be requested to move to LEAN FORWARD during the preparation phase of disaster events so they are ready to respond as necessary.

When the Sub Plan is activated, the SBRC EHO will be deployed – [refer section 3.1](#).

The EHO will deploy to the LDCC if activated for an initial briefing or to an alternative location agreed with the LDC.

The EHO implements the Sub Plan on behalf of the LDMG.

If a decision is made to not invoke the plan, then public health issues will continue to be addressed using standard agency procedures.



SECTION 3: OPERATIONAL PROCEDURES

3.1 ENVIRONMENTAL HEALTH OFFICER (EHO'S)

SBRC has a small team of EHO's responsible for SBRC BAU activities. These EHO's are able to support disaster operations subject to availability at the time of an event. An operational checklist for the EHO during disaster operations can be found at [Appendix A](#).

EHO's will be supervised and coordinated by the Manager Environment & Waste. The LDC is to be kept informed throughout disaster response and recovery operations.

3.2 QDMA REQUEST FOR ASSISTANCE (RFA)

SBRC EHO existing resources are limited and likely to be overwhelmed during a moderate or large-scale event. In these circumstances, the SBRC LDMG will need to request additional resources from the DDHHS through the DDMG – refer Logistics Sub Plan.

3.3 IMPACT ASSESSMENT

An impact assessment of disaster affected areas will be undertaken in accordance with section 6.17 of the Local Disaster Management Plan (LDMP). This will provide the LDMG with information on public health risks present in the SBRC LGA and inform the development of appropriate strategies to minimise those risks.

3.4 PUBLIC HEALTH INFORMATION & WARNINGS

SBRC will keep the community informed by providing public health messages and information in relation to any temporary public health measures implemented. All public health messages will be managed in accordance with SBRC's business as usual processes and the Public Information and Warnings Sub Plan.

3.5 EVACUATION CENTRES

The Senior EHO is the Evacuation Coordinator in recognition of the key role EHO's will have in ensuring that any Evacuation Centres established meet requirements around water supply, sanitation, waste management, space and food safety. Public health issues can deteriorate quickly when temporary emergency facilities are established and there are large concentrations of people present – refer Evacuation Sub Plan.



SECTION 4: PROVISION OF SAFE DRINKING WATER

Residents should be encouraged to include adequate supplies of safe drinking water in their emergency kits because a disaster may affect Council's ability to provide safe and adequate water.

More regular water inspections and quality testing may need to be carried out to ensure water quality and safety.

A range of measures may need to be implemented (e.g. boil water notices, use of bottled water, water cartage) to ensure a safe supply can be maintained.

4.1 POTABLE RETICULATED WATER SUPPLY

SBRC's Water and Wastewater (WWW) team will monitor the quality and safety of its potable reticulated water supply in accordance with the approved [Drinking Water Quality Management Plan](#).

If it is determined that the water supply is not safe for human consumption, boiled water alerts will be issued in accordance with SBRC's BAU processes and Public Information and Warning Sub Plan. The templates published by QH should be employed. Information on how to Boil Water, for example is detailed in the guideline available at https://www.health.qld.gov.au/_data/assets/pdf_file/0027/812691/drinking-water-advisories-guide-template.pdf.

Council's WWW Manager has responsibility for the safety and reliability of the reticulated water supply. At all times the EHO has a role to ensure that public health matters are satisfactorily addressed. WWW will engage with the EHO as appropriate.

WWW personnel will refer to the Drinking Water Quality Management Plan's Incident and Event Procedures and BCP's for the business areas during an emergency.

4.2 OTHER WATER SUPPLY

Non-Council water supplies should refer to Queensland Health for information on how to manage their home water supplies. There are guidelines available for the community to refer to including the publication, *Safe Water on Rural Properties* which can be viewed at https://www.health.qld.gov.au/_data/assets/pdf_file/0025/444616/safe-water-rural-properties.pdf

Non-potable water supplies should not be used for drinking purposes. Non-potable water can be used only when it will not affect food safety for example for flushing toilets or cleaning non-food contact surfaces such as floors, or if it is treated to be safe for human consumption.



4.3 LENGTH OF DISRUPTION

The length of the disruption will assist with determining the most appropriate response. During short term disruptions, interruptions to water supply may last a few hours. In such cases it will be likely that no specific action is required other than to inform the community of the outage, the reason for it, and the anticipated return of supply along with any special instructions.

During longer term outages, viable alternative strategies may need to be considered and implemented. These strategies may need to be managed in collaboration with the District and / or State Disaster Coordination Centre.

4.4 MINIMUM WATER SUPPLY REQUIREMENTS

The provision of potable water is based on a minimum requirement of 15L per person per day. As a guide 4 litres per person is required for drinking and up to 11 litres is required to support hygiene and cooking per day.

SECTION 5: FOOD SAFETY

The risk of food-borne illness is high in disaster environments. Loss of power can lead to widespread spoilage of food in homes and businesses. Temporary kitchen facilities may be established to help feed the community or those in evacuation centres and incorrect food handling can cause food poisoning. Vigilance is required to ensure that food handling in mass feeding environments is maintained at the highest standard.

5.1 FOOD PREMISES

The SBRC maintains a register of licensed Food Business within the Property and Rating System. As soon as practical, the EHO's will collate a list of Food Businesses (by risk category).

A desktop assessment of affected food businesses should be completed immediately to determine the priority and required actions. Once this information has been received decisions will be made about what premises to inspect.

5.2 INSPECTIONS

Council's EHO will undertake inspections of impacted food businesses and temporary food suppliers / kitchen facilities to ensure compliance with the *Food Act 2006* and the Food Safety Standards.

Where resources are limited, the EHO may seek assistance through a formal RFA – refer [section 3.2](#). Priority will be governed by risk. Risk will be established on the key principles of vulnerability, namely schools and childcare facilities, aged care facilities, disabled care facilities, the major food suppliers and all the remaining licensed food premises.



Inspections are intended to prevent and minimise the risk of food-borne illness in the community. These inspections will focus on the safe production of food to ensure it is safe for human consumption including:

- Maintenance of appropriate temperature control of foods requiring freezing, chilling or heating
- Protection of food from spoiling and contamination
- Preparation of food in premises in a fit state to prepare food for sale to the public.

Where an Officer is unable to get to a food premises, the officer may attempt to contact the food business operator by other means including by telephone, fax or email, or any other way considered appropriate in the circumstances.

5.3 FOOD DISPOSAL

Spoilt or contaminated food is to be disposed of at SBRC's Waste facilities. Operations at these sites will be directed by SBRC's Waste Management branch.

In the event of isolation of a community, the SBRC LDMG will make arrangements applicable to the circumstances.

5.4 DONATED FOOD

SBRC and the LDMG will not accept donated foods from the community due to food safety risks. However, community groups may facilitate food drops and assistance if required.

SECTION 6: WASTEWATER MANAGEMENT

6.1 RETICULATED SEWERAGE SYSTEM

Loss of reticulated sewerage services to the community greatly increases the risk of disease and illness. Sewerage interruptions may be caused by infrastructure failure or the inability to treat effluent prior to discharge.

- Short Term (a few hours)
- Medium Term (a day or two)
- Long Term (more than three days).

Short term outages are unlikely to require any specific action other than to inform the community of the outage, the reason for it and the anticipated return of service along with any special instructions. Medium term outages may require alternate facilities to be deployed (e.g. port-a-loos) to support the community and longer-term outages may require an evacuation of parts of the affected community.



6.2 OTHER SEWERAGE SYSTEMS

Onsite disposal of wastewater occurs in areas where reticulated sewerage is unavailable. These systems are the responsibility of the property owner. Funding may be available under the Disaster Recovery Funding Arrangements (DRFA) to support homeowners inspect and / or repair damaged sewerage systems – refer Financial Management Sub Plan.

SECTION 7: WASTE MANAGEMENT

7.1 WASTE DISPOSAL

The SBRC retains responsibility for disposal of waste during disaster events. The quantities of waste following a disaster may be significantly higher than normal and the use of additional waste disposal sites may be necessary.

Changes to kerbside collection schedules will need to be communicated to the public. The SBRC Waste Facilities will endeavour to open as soon as possible following a major event so that residents can commence property clean up.

Public health messages regarding waste disposal and the actions required of individuals will need to be provided to the community.

Waste management issues will need to be considered when temporary facilities such as Evacuation Centres are established.

Additional resources may be required to manage waste demands during a disaster. The LDMG should consider whether external assistance is required to effectively manage waste and submit a request for assistance to the DDMG if necessary.

7.2 DISPOSAL OF DEAD ANIMALS

Disposal of dead animals will be at SBRC's selected Waste Facilities. Operations at these sites will be directed by SBRC's Waste Management branch. In the event these facilities are not suitable, or areas are isolated, the SBRC LDMG will make arrangements applicable to the circumstances.

The public health risk posed by the large-scale death of livestock and animals through contamination of water and stock feed in emergency situations can be devastating. The SBRC LDMG will liaise with the Department of Agriculture and Fisheries (DAF) to determine the appropriate course of action. For the prevention of Exotic diseases, Biosecurity Queensland may be contacted in certain situations to implement the [AusVetPlan](#).



7.3 ASBESTOS CONTAINING MATERIAL (ACM)

Damage to buildings caused by a disaster may result in high levels of asbestos waste material. The requirements for the safe handling and removal of asbestos must be adhered to at all times. If significant quantities of asbestos material require removal, additional assistance may be required. The LDMG should consider if such assistance is required and forward a RFA to the DDMG if required.

SECTION 8: PEST CONTROL

8.1 VECTOR AND VERMIN CONTROL

The threat of an increase in vector and vermin in populated areas is increased significantly following periods of excessive rain and flood. This can be exacerbated due to seasonal influences, unavailability of personal insect repellent, concentrations of people in evacuation centres and isolated communities.

It is likely that additional pest control will be required in the aftermath of any disaster event to ensure the maintenance of public health. The SBRC has some capacity to undertake such operations but it is probable that external assistance will be required. The LDMG is to consider the need for vermin and vector control and will seek assistance from the DDMG as required.

SECTION 9: INFECTIOUS DISEASE CONTROL

9.1 INFECTIOUS DISEASE OUTBREAKS

QH has lead agency responsibility for the clinical management of any infectious disease outbreak. The LDMG will provide support to QH to manage infectious disease outbreaks as needed.

Outbreaks of infectious disease are more likely to occur after a disaster event. Ongoing community education on preventative measures that reinforce good hygiene practice is important.

SECTION 10: ENVIRONMENTAL PROTECTION

10.1 CONTAMINANTS

Environmental issues arising from disasters may involve the release of contaminants such as fuel, oil, chemicals, raw materials or sediments.



Businesses will be monitored by Council for environmental nuisance and environmental harm to ensure that there has been no release of contaminants from their premises and take action where required.

QFES are the lead agency for HAZCHEM incidents and must be notified.

10.2 NOISE AND OTHER EMISSIONS

Other factors impacting the environment may include noise and exhaust gases from generators used by residents and businesses experiencing ongoing power loss. When the use of generators give rise to noise complaints, Council Officers will provide education and advice to all parties involved and issue compliance notices if necessary.



APPENDIX A: EHO OPERATIONAL CHECKLIST

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

Local Disaster Management Sub-Plan

Public Information and Warnings Sub Plan v2 June 2021






 southburnettregion
 south_burnett_regional_council
 SouthBurnettRC
#SBRC #SouthBurnett #GetReady #LDMG





TABLE OF CONTENTS

VERSION CONTROL & RECORD OF AMENDMENTS.....	3
SECTION 1: OVERVIEW OF PLAN	4
1.1 Context.....	4
1.2 Aim of the Plan.....	4
1.3 Planning assumptions.....	4
1.4 Ownership	5
1.5 Links with other documents.....	5
SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES.....	6
2.1 Activation of the Plan	6
2.2 Notification Flowchart.....	6
2.3 Notification Process	6
SECTION 3: OPERATIONAL PROCEDURES.....	7
3.1 LDMG Public Information Officer (PIO).....	7
3.2 LDMG Chair	7
3.3 Media Management.....	8
3.3.1 Media Templates	8
3.3.2 Authorisation of Public Information	8
3.3.3 Media Contacts	8
3.3.4 Media Access to Local Disaster Coordination Centre.....	9
3.4 Warnings	9
3.4.1 Warning Sources.....	9
3.4.2 Warning Content	10
3.5 Emergency Alerts.....	11
3.5.1 SBRC Process for Developing EA's.....	11
3.5.2 Use of the Standard Emergency Warning Signal (SEWS)	12
3.6 Distribution of public information & warnings.....	12
3.6.1 Methods of Release.....	13
3.6.2 Target Recipients	13
3.6.3 Special Needs Recipients.....	13
APPENDIX A: PUBLIC INFORMATION OFFICER OPERATIONAL CHECKLIST	14
APPENDIX B: EMERGENCY ALERT PROCESS MAP	15
APPENDIX C: EMERGENCY ALERT REQUEST FORM.....	17



SECTION 1: OVERVIEW OF PLAN

1.1 CONTEXT

In an emergency, the provision of public information and warnings plays a significant role in making people and communities safer.

Public information in a disaster context is official information provided to the community to assist them in understanding a particular situation and what they should do to prepare for, respond to or recover from a disaster event.

Warnings advise the community of a specific threat and the specific actions the community should take. Warnings may be provided by external agencies, the South Burnett Regional Council (SBRC) or the SBRC Local Disaster Management Group (LDMG).

Effectively delivering public information and warnings lowers the potential for panic, fear and confusion in the community resulting from rumours and hearsay. A community armed with effective and accurate information can make informed and sensible decisions.

1.2 AIM OF THE PLAN

The aim of the Public Information and Warnings Sub Plan is to provide for the effective collection, monitoring, management and dissemination of accurate, useful and timely information and warnings to the public before, during and after disaster events. The objectives are to:

- Educate and inform relevant stakeholders and community members of disaster management information, warning methods and products
- Inform the relevant stakeholders and community members of an impending or current hazard
- Promote appropriate prevention, preparedness, response and recovery actions.

The process of disseminating information and warnings is a standard responsibility of the LDMG and does not depend on the activation of the group. This requirement is fulfilled via the public facing [Disaster Dashboard](#) until the LDMG is fully activated.

1.3 PLANNING ASSUMPTIONS

Providing timely and accurate information about an imminent hazard gives people the opportunity to prepare by taking action to reduce the level of risk for themselves, their property and others. Further, the ability to communicate directly with communities – and therefore keep them informed – increases their resilience.

Broadcast and social media are the primary platforms for public information in most disasters and warnings may originate from different sources, depending on the disaster.



Public Information and Warnings Sub Plan

The intended result of community information is action by the community and warnings are ineffective if they do not have the intended result.

Community awareness and education programs regarding natural and manmade disasters shall be provided to the South Burnett community by the SBRC prior to an event. These programs will be designed to ensure the community understands what is required of them to prepare for, respond to and recover from disasters in the region.

1.4 OWNERSHIP

This Sub Plan is owned by the Local Disaster Coordinator (LDC) on behalf of the LDMG. All significant amendments must be approved by the LDMG.

The owner will ensure the:

- Master document is retained together with relevant supporting documents
- Level of circulation of the Sub Plan is determined by the LDMG and details of copyholders are recorded
- Sub Plan is updated and reviewed on at least an annual basis, or after activation, whichever is the sooner
- Sub Plan is tested and exercised as determined by the LDMG.

1.5 LINKS WITH OTHER DOCUMENTS

This Sub Plan is interdependent on, and should be read in conjunction with, the Local Disaster Management Plan (LDMP). This Sub Plan links directly to all other Sub Plans developed to respond to disasters in the SBRC area, including the LDMG Emergency Contact Lists.

This plan is consistent with the [AIDR Public Information and Warnings Handbook](#).

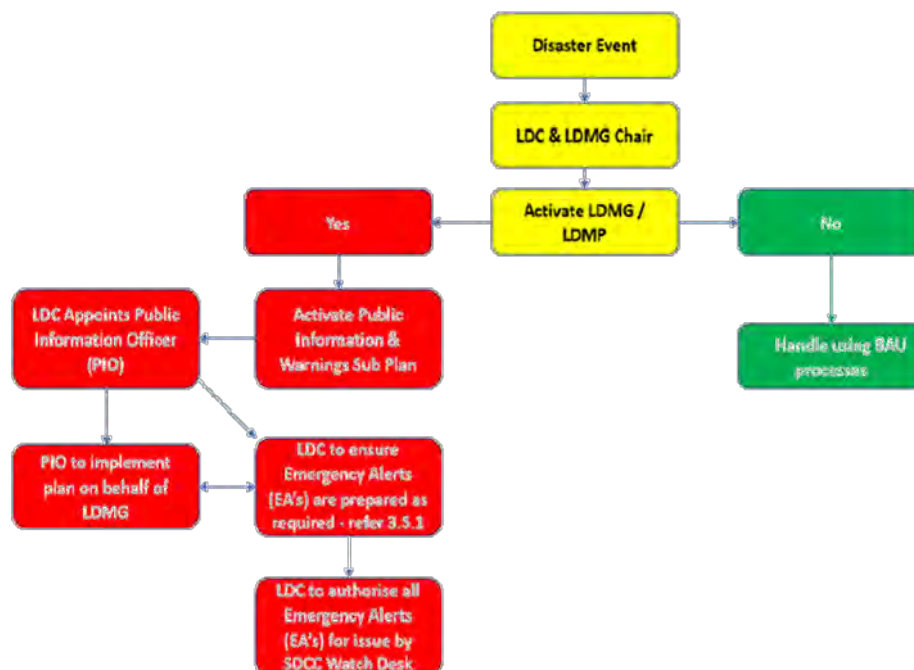


SECTION 2: ACTIVATION & NOTIFICATION PROCEDURES

2.1 ACTIVATION OF THE PLAN

This Sub Plan will be activated by the LDC of the LDMG whenever the LDMP is invoked. This decision should be made jointly with the LDMG Chair wherever possible.

2.2 NOTIFICATION FLOWCHART



2.3 NOTIFICATION PROCESS

The LDC will activate the Public Information & Warnings Sub Plan whenever the LDMP is invoked.

When the Sub Plan is activated, a Public Information Officer (PIO) will be appointed – refer [section 3.1](#).

The PIO will implement the Sub Plan on behalf of the LDMG.

If a decision is made to not invoke the plan, then public information and warnings will continue to be disseminated using standard agency procedures.



SECTION 3: OPERATIONAL PROCEDURES

3.1 LDMG PUBLIC INFORMATION OFFICER (PIO)

The LDMG Public Information Officer (PIO) during disaster operations is the SBRC Media & Communications Officer. This role is critical to effective operations and needs adequately trained deputies to ensure 24/7 availability. When this officer is unavailable, the LDC of the LDMG will nominate an appropriate person to gather and distribute public information.

The PIO may perform their duties remotely, but it is preferable that they are in the Local Disaster Coordination Centre (LDCC) when activated so they can provide direct support to the LDC and LDMG Chair.

The PIO is the contact for all media enquiries and public information in relation to any event that results in the activation of the disaster management system within the SBRC area. The officer is responsible for:

- Obtaining information on the current and projected situation from LDMG
- Preparing and distributing media releases
- Responding to enquiries and requests from the media
- Maintaining a working log of media releases and contacts with the media
- Coordinating and managing media interviews and briefings
- Maintaining liaison with members of the LDMG to ensure the accuracy of information and warnings released to the public
- Assisting with the development and distribution of Emergency Alerts and other official warnings
- Maintaining a current contact register of media contacts
- Maintaining a suite of media information and templates for a range of media platforms
- Ensuring media releases are approved by the Chair and the LDC of the LDMG
- Ensuring adequate documentation and record keeping is maintained.

Refer PIO Checklist at [Appendix A](#).

3.2 LDMG CHAIR

The LDMG Chair is the 'face of the media' during disasters. The LDMG Chair may defer to the Deputy Chair, LDC, SBRC Mayor, SBRC CEO or SBRC Councillors. All media interactions will be coordinated through the Public Information Officer to ensure consistent and accurate messaging. Uniformed personnel may be requested to deliver joint media briefings with the LDMG Chair to ensure agency authority.



3.3 MEDIA MANAGEMENT

Consistent information from all levels of Queensland's Disaster Management Arrangements is critical during a disaster event. The LDMG's media strategy is based on an all-hazards approach that identifies preferred spokespersons and key messages to inform the community including:

- Reinforcing the LDMG's role in coordinating support to the affected community
- Reinforcing the DDMG's role in coordinating whole of government support to LDMGs (and the affected community).

The LDMG's media strategy for disaster operations is consistent with the Crisis Communication Network arrangements outlined in the [Queensland Government Arrangements for Coordinating Public Information in a Crisis](#).

3.3.1 Media Templates

A number of media releases have been preformatted to assist with expediting processes in the event of an emergency. Pre-prepared media releases include the following:

- Work in progress

Refer to Guardian IMS references.

3.3.2 Authorisation of Public Information

A Councillor of SBRC, in their capacity as LDMG Chair of the LDMG, will authorise all information disseminated to the public from the LDMG. This should be done in consultation with the LDC of the LDMG, the CEO and the Lead Agency (where relevant).

For urgent matters where the LDMG Chair is not available, the LDC of the LDMG (or nominated deputy) will authorise all information for public distribution.

Social media will be developed from the authorised information and not require additional approval. Small and specific points of interest and information, not appropriate for wider broadcast, will also be disseminated via social media, without authorisation and at the discretion of the Public Information Officer. This includes responses to questions posted on social media and conversations on communication apps like Messenger. The PIO will ensure all interactions are recorded and any advice provided takes account of the latest situation.

3.3.3 Media Contacts

This is a generic list of public media contacts. An extensive contact list including after-hours contacts is maintained as part of the LDMG Emergency Contact List.



NEWSPAPERS	
South Burnett Times	Tel: 07 4162 9715 Email: southburnett@news.com.au
Burnett Today	Tel: 07 4182 0450 Email: newsdesk@burnetttoday.com.au
RADIO STATIONS	
Resonate Radio – 4SB	Tel: 07 4162 1433 Email: news@4sb.com.au Station: 1071AM
ABC Southern Queensland	Tel: 07 4631 3811 Email: southqld@abc.net.au Station: 747 AM
Southern Cross Austereo – Hit FM	Tel: 07 4637 5149 Email: news-southqld@sca.com.au Station: 89.1 FM
Crow FM	Tel: 07 4169 0700 Fax: 07 4169 0718 Email: info@crowfm.com.au Station: 90.7 FM

3.3.4 Media Access to Local Disaster Coordination Centre

Media will not be allowed into the LDCC without the specific approval of the LDC.

3.4 WARNINGS

Warnings are provided to the LDC of the LDMG. This information may then be forwarded to the LDMG PIO for distribution to:

- LDMG
- Media distribution list
- SBRC staff
- SBRC website
- SBRC social media.

3.4.1 Warning Sources

The agency responsible for issuing official warnings is dependent on the hazard.

The [Bureau of Meteorology \(BoM\)](#) is the information source for meteorological warnings including cyclones, floods and severe storm cells.

[Queensland Police Service](#) and [Queensland Fire and Emergency Services](#) are the information sources for hazardous materials incidents. In the event of a major spillage or



potential contamination, the LDC of the LDMG will be advised and will distribute the information to the members/agencies of the LDMG and to the SBRC Customer Services Team.

[Queensland Health](#) is the information source for heatwave and public health warnings. SBRC is the information source for public health warnings relating to water, wastewater and environmental health.

[SunWater](#), [Stanwell](#), and the [SBRC](#) are the information sources for dam failures (depending on the owner of the facility).

[Geoscience Australia](#) is the information source for geo-technical hazards. Warnings are not available for earthquakes as they are difficult to predict. A post-event notification may be received that may result in the LDMG issuing local warnings.

[Queensland Fire and Emergency Services](#) (Urban and Rural) and [BoM](#) are the information sources for bushfires.

[Biosecurity Queensland](#) are the information source for emergency animal or plant disease outbreaks.

3.4.2 Warning Content

Messages must be clear and unambiguous to ensure they result in the desired action. Warnings must:

- Be from an official source
- Be simple, arresting and brief
- Be in non-technical language
- Be suited to the community
- Promote action
- Explain:
 - o The nature of problem
 - o Location/area of the problem
 - o Anticipated lead time
- Probability of the event occurring
- Continuing hazards and safety instructions
- Time of next warning/update.

The PIO will reference the Australian government document [Emergency Warnings - Choosing your Words](#) when preparing information and warnings. This is a national reference document on how to construct emergency warning messages for the Australia community.



The PIO will ensure that all warning messaging is linked directly to the original source e.g. the PIO should not copy and paste bushfire warnings, instead they should provide a direct link back to the QFES / RFS real time source which is considered the point of truth for ensuring currency of messaging. This is particularly important given the rapidly changing nature of fire behaviour and impacts.

3.5 EMERGENCY ALERTS

Emergency Alert (EA) is a national system that enables warning messages to be pushed to fixed line telephones and SMS messages to all mobile telephones within a prescribed area. The LDC, DDC, SDC or delegated officer of the referable dam owner (as listed in the approved dam emergency action plan), can request, through their QFES Emergency Management Coordinator (EMC) on their respective disaster management group, for an EA campaign to be delivered to potentially affected people. A process map can be found at [Appendix B](#).

EA's is able to be used in conjunction with other public warning mechanisms and methods of providing warnings when information needs to be urgently disseminated.

EA is not an opt-in system and will work across all networks and carriers. It is designed to alert receivers about an emergency situation and direct them to other sources of information, further directions or warnings.

A blank EA form can be found at [Appendix C](#). The LDMG has pre-prepared a number of EA warnings based on known hazards. These have been tested with the State Disaster Coordination Centre (SDCC) Watch Desk. The pre-prepared EA's have been lodged in the [Disaster Management Portal](#) and are available in Guardian IMS references.

Further detail on the EA system is available in the [Queensland Emergency Alert Manual](#).

Once an EA has been issued, QFES Media publishes a 'web friendly' version of the message along with details about who requested the message and any relevant links to further information. This information is sent to the media via the QFES Newsroom as well as being uploaded to the Queensland Government Disaster Management website and QFES social media platforms. Refer to the [EA website](#) for further information.

3.5.1 SBRC Process for Developing EA's

The LDC will determine if an EA is required based on the situation. The LDC has overall responsibility for developing the warning but may delegate this task to an appropriate Officer (i.e. DMO, PIO, Intelligence Team Leader).

The LDC will liaise with the EMC to ensure that the DDC and the SDCC Watch Desk is aware that an EA will be required.



If a pre-prepared and tested EA is adequate for the situation, the LDC will review the EA lodged with the Watch Desk via the disaster portal to ensure accuracy. If accurate, the LDC will authorise it for issue by the SDCC.

If an EA needs to be slightly modified to meet the needs of the situation, this can be authorised by the LDC.

If a new EA needs to be developed to meet the needs of the situation, the LDC will work with the EMC, Intelligence Team Leader and PIO to define the polygon and craft the message.

If adequate time exists, the new EA will be approved by the LDMG Chair. If urgent, the LDC will authorise the message for release.

The LDC is responsible for ensuring all key stakeholders are advised that an EA has been issued (i.e. Chair, LDMG members, Call Centre).

Refer to process map at [Appendix B](#).

3.5.2 Use of the Standard Emergency Warning Signal (SEWS)

When warnings are issued for major emergencies, relevant authorities may use the Standard Emergency Warning Signal (SEWS) prior to providing information on the situation.

SEWS is a wailing siren sound used throughout Australia for serious emergency events such as severe cyclone, bushfire, flood and storm. Strict criteria exist for the use and authorisation of SEWS.

When the signal is heard on radio, television or over the phone via Emergency Alert messages, it is a cue to the community to pay careful attention to the information that follows and act immediately on the advice given.

Further detail on this system is available in the [Queensland Standard Emergency Warning Signal Manual](#).

3.6 DISTRIBUTION OF PUBLIC INFORMATION & WARNINGS

All disaster management groups play an important role in notifying and disseminating information to members of their respective groups and the wider community.



3.6.1 Methods of Release

Broadcast and social media will be supported by other media tools to ensure maximum coverage of the events and to provide community information. Other methods of communication may include:

- [Disaster Dashboard](#)
- Council / community / electronic notice boards
- SBRC website and social media
- Council vehicle two-way radio
- Community meetings
- House to house (SES, Police, Neighbourhood Watch or SBRC staff)
- Council's customer service number
- Emergency Alert system (SMS and voice message).

Information is to be updated at regular intervals to provide the community with confidence in knowing when new information will be released.

3.6.2 Target Recipients

- Members of the community including those with special needs (see 3.6.3)
- Residents
- Visitors/tourists
- Member agencies of the SBRC LDMG (list in Guardian)
- Response agencies
- SBRC staff

3.6.3 Special Needs Recipients

Those with special needs should receive early advice of an impending serious event (particularly if it affects the specific area where they are located and in the case of evacuation).

Every effort will be made to ensure vulnerable persons e.g. aged, those with disabilities, dialysis patients) and those in high-risk facilities such as aged care homes, hospitals, schools and child care centres are provided with appropriate warnings. This will be achieved using contact details maintained by SBRC and other partner agencies. The Public Information Officer may need to copy warnings and critical public information to these contacts to ensure warnings and key messages can be relayed to those with identified special needs.

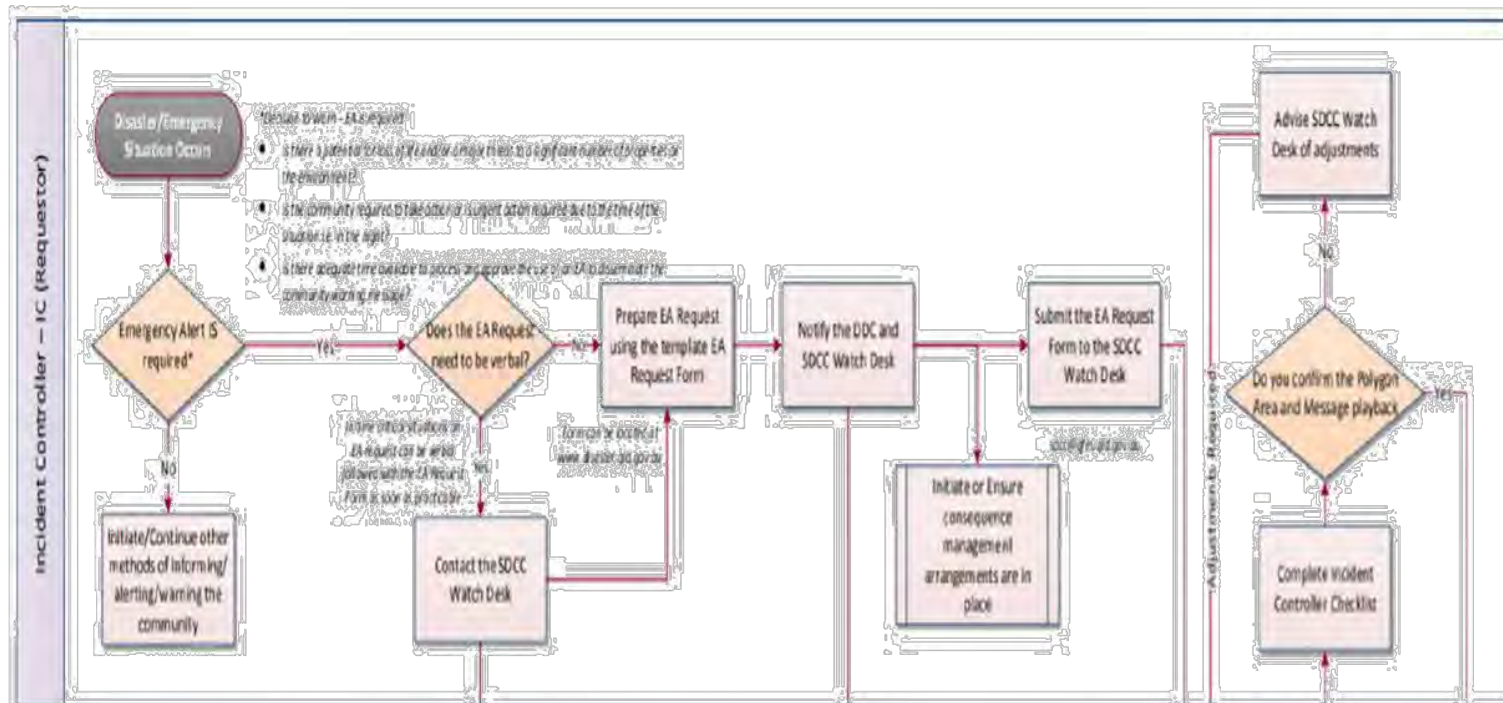


APPENDIX A: PUBLIC INFORMATION OFFICER OPERATIONAL CHECKLIST

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

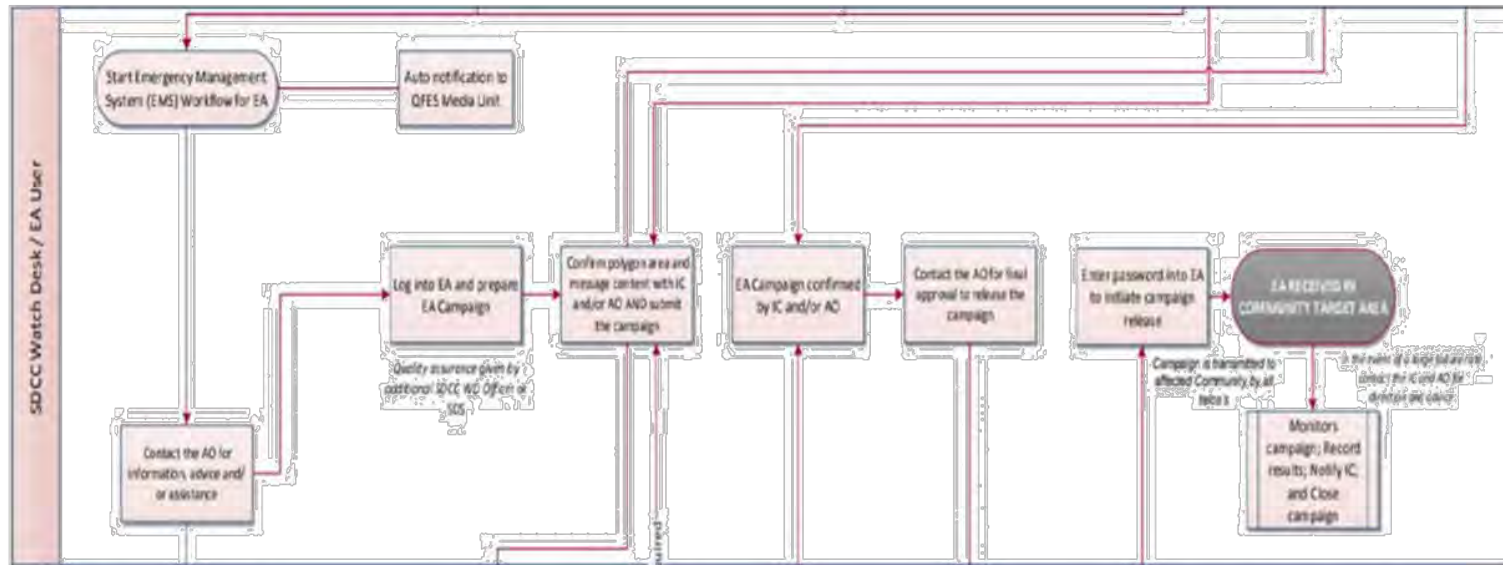


APPENDIX B: EMERGENCY ALERT PROCESS MAP





Public Information and Warnings Sub Plan





APPENDIX C: EMERGENCY ALERT REQUEST FORM

EMERGENCY ALERT REQUEST	
	Location: _____
	Date: / / Time: : hrs
Requesting Officer: _____	Telephone: _____
Agency/Position: _____	Email: _____
Event Type	<input type="checkbox"/> Cyclone <input type="checkbox"/> Storm Surge <input type="checkbox"/> Flash Flood <input type="checkbox"/> Flood <input type="checkbox"/> Bushfire <input type="checkbox"/> Fire Incident <input type="checkbox"/> Smoke or Toxic Plume <input type="checkbox"/> Chemical Spill <input type="checkbox"/> Tsunami (NOTE Tsunami EA campaigns will be sent as Location Based Text Message ONLY) <input type="checkbox"/> Other (please specify): _____
Message Severity	<input type="checkbox"/> Emergency Warning (NOTE activates the SEWS) <input type="checkbox"/> Watch & Act <input type="checkbox"/> Advice
Campaign Mode	<input type="checkbox"/> Voice <input type="checkbox"/> SMS - Location Based <input type="checkbox"/> SMS - Service Address Based
LDMG Advised	<input type="checkbox"/> YES <input type="checkbox"/> NO DDMG Advised <input type="checkbox"/> YES <input type="checkbox"/> NO
Threat Direction Required?	<input type="checkbox"/> YES <input type="checkbox"/> NO Note: Can only be used for Emergency Warnings. Indicate direction on map
STEP 1. EA Polygon Area: <input type="checkbox"/> Map attached	STEP 2. Filename: _____
STEP 3. Spatial format: (Indicate the format used) <input type="checkbox"/> KML *.kml (preferred format as per Spatial guidelines) <input type="checkbox"/> ESRI *.dbf, *.prj, *.shp, *.shx <input type="checkbox"/> GML *.gml, *.xsd <input type="checkbox"/> MapInfo TAB *.dat, *.id, *.map, *.tab <input type="checkbox"/> MapInfo Mid/Mif *.MIDI Sequence, *.mif <input type="checkbox"/> OTHER (insert) _____	STEP 4. Messaging/spatial data, is it supplied via <input type="checkbox"/> DMportal - specify filenames below <input type="checkbox"/> FTP - specify filenames below <input type="checkbox"/> Email <input type="checkbox"/> Other (please specify) _____
Type (please use capitals for clarity) or handwrite Voice message (Ideally message should be less than 450 characters).	
Type or handwrite SMS below (maximum of 160 characters including spaces)	
SEND TO sdcc@gfes.qld.gov.au and call 07 36352387 TO CONFIRM	
FOR USE BY SDCC	
Requesting Officer: _____ / /20	Signature _____
EA User Name: _____ / /20	Signature _____
Authorising Officer Name: _____ / /20	Signature _____
<input type="checkbox"/> Manual Transmission <input type="checkbox"/> EMS Transmission EA Campaign No. _____ EMS Report ID: _____	
EA Manual and the Emergency Alert Request Form Template are available at: www.disaster.qld.gov.au	



DO NOT SEND THIS PAGE	
GUIDE TO COMPLETE STEPS 1 – 4	
STEP 1.	EA Polygon Area (e.g. detailed description and location reference to allow positive identification of message area, including street names with cross street, areas of interest such as parks, rivers, dams, coastal areas) it is preferable to attach a map identifying the message area. If a Threat Direction has been requested, please clearly indicate it on the map.
STEP 2.	Tick applicable box and note the file name.
STEP 3.	Voice Message: type or handwritten the required message. As the message will be translated by a text-to-speech process it is important that words are not unintelligible when translated e.g. "qld" used in a web site address must be entered as "q l d", similarly the word "dot" must be entered into a web address instead of a full stop. Voice Message ideally should have no more than 450 characters including spaces. Do not use special characters – refer to EA Manual for details. Warning message must start with "Emergency Emergency"
STEP 4.	SMS is restricted to a maximum of 160 characters including spaces and punctuation. Either type the message or handwrite the characters into the boxes.

Example: SMS Flash Flood Warning from SES for Opal Valley-immediate threat to life/property-Warn others-Leave area/prepare NOW or seek higher ground-Listen to local radio

If using template EA messages, please provide the appropriate variables that are in the template message guides. Refer to the Queensland Emergency Alert Manual for copies of the template message guides.

```
//RELEVANTAUTHORITY//
//DIRECTIONANDAREA//
//NAME//
//NUMBER//
//TIME//
//TIMEandDAY//
//DIRECTIONandPLACE//
//HOURSMINUTES//
//PLACE//
//PLACEPLACE//
//EXTERNAL/INTERNAL//
//SUBURBS//
//FireIncident//
```


7.3 WIDE BAY BURNETT REGIONAL ORGANISATIONAL OF COUNCILS URBAN WATER TECHNICAL COMMITTEE DISSOLUTION AND FORMATION OF WIDE BAY BURNETT URBAN WATER ALLIANCE

File Number: 11-08-2021
Author: Personal Assistant Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Wide Bay Burnett Regional Organisation of Councils (WBBROC) Urban Water Technical Committee (UWTC) dissolution and Formation of Wide Bay Burnett Urban Water Alliance (WBBUWA)

SUMMARY

In February 2021, the WBBROC resolved to become a high-level strategic organisation, focussing on advocacy to State and Federal Governments. This means the WBBROC is now a non-employee organisation with no formal committees. The Urban Water Technical Committee (UWTC) which sat under WBBROC was subsequently dissolved. The members of the outgoing UWTC would like to continue collaboration across our Water business, preferably formally under the Wide Bay Burnett Urban Water Alliance

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That Council continue with the collaboration across the Wide Bay Burnett Water businesses under the Wide Bay Burnett Urban Water Alliance (WBBUWA) under the terms of reference provided.

BACKGROUND

In February 2021, the WBBROC resolved to become a high-level strategic organisation, focussing on advocacy to State and Federal Governments. This means WBBROC is now a non-employee organisation with no formal committees. The Urban Water Technical Committee (UWTC) which sat under WBBROC provided the member Councils Water business units with opportunities to connect and collaborate. Financial and in-kind support, including access to external funding sources, such as through the Queensland Water Regional Alliance Program (Q-WRAP), was also facilitated through this arrangement.

The members of the outgoing UWTC would like to continue collaboration across our Water business, preferably formally under the Wide Bay Burnett Urban Water Alliance. Refer to attachment one (1) for correspondence received.

The benefits Council will see through the alliance are:

1. access to Queensland Water Regional Alliances Program (Q-WRAP) funding
2. continuing the existing deliverables of the collaboration including:
 - regular formal engagements, networking and information sharing
 - sewer re-lining
 - design standards
 - aligned DWQMP audit delivery
 - Water Industry Worker traineeship program
3. Formal and informal networking and sharing across our area of operational challenges and initiatives, with voluntary involvement as appropriate for each Council.

It is proposed that the alliance operate as per the attachment two (2) Terms of Reference (ToR), under either a Deed of Agreement or Memorandum of understanding between the Councils.

ATTACHMENTS

1. **Correspondence received WBBROC to WBBUWA** [↓](#) 
2. **WBBUWA Draft Terms of Reference** [↓](#) 



PO Box 3130
Bundaberg QLD 4670
E ceo@bundaberg.qld.gov.au
ABN 72 427 835 198

1 July 2021

Mark Pitt
Chief Executive Officer
South Burnett Regional Council
PO Box 390
GAYNDAH QLD 4625

Dear Mark

Wide Bay Burnett Regional Organisation of Council's (WBBROC)

As you are aware, in February 2021, the WBBROC resolved to become a high-level strategic organisation, focussing on advocacy to State and Federal Governments. This means the WBBROC is now a non-employee organisation with no formal committees.

The Urban Water Technical Committee (UWTC) sat under WBBROC and provided the member Councils Water business units with opportunities to connect and collaborate. Financial and in-kind support, including access to external funding sources, such as through the Queensland Water Regional Alliance Program (Q-WRAP), was made facilitated through this arrangement.

The members of the outgoing UWTC have all committed to continuing collaboration across our Water business, preferably formally. The formal approach preferred by the UWTC of an alliance called the Wide Bay Burnett Urban Water Alliance (WBBUWA) requires your endorsement and specifically formal Council approval.

To bridge the facilitation gap left by the dissolution of the WBBROC committees and hence access to funding, QLDWater has agreed to act as the facilitator and invoice for the available Q-WRAP funding whilst the alliance is established.

1300 883 699

bundaberg.qld.gov.au

The benefits we will see through the alliance are:

- access to Queensland Water Regional Alliances Program (Q-WRAP) funding
- continuing the existing deliverables of the collaboration
 - regular formal engagements, networking and information sharing
 - sewer re-lining
 - design standards
 - aligned DWQMP audit delivery
 - Water Industry Worker traineeship program
- Formal and informal networking and sharing across our area of operational challenges and initiatives, with voluntary involvement as appropriate for each Council.

It is proposed that the alliance operate as per the attached Terms of Reference (ToR), under either a Deed of Agreement or Memorandum of understanding between the Councils.

To allow for this approach, I seek your Council's formal approval for the creation of the WBBUWA through your commitment of support to your Water Business to navigate your Councils approval processes.

If you have any queries regarding this matter, please contact [REDACTED]



Enc. Proposed WBBUWA Terms of Reference

Wide Bay Burnett Urban Water Alliance

TERMS OF REFERENCE

The urban water sector in regional Queensland is facing unprecedented requirements to control costs and manage risks with the onus in achieving this being placed on councils that own and operate water and sewerage service providers. Councils face increasing regulatory constraints and changing community expectations in an environment of reduced grant funding, ageing assets and rapid demographic change. While technological advancements offer potential solutions to some of the challenges, they often require substantial capital investment and result in ongoing operating costs.

The sector is further challenged by a recognised deficit in skills and qualifications, further exacerbated as a result of an ageing workforce and loss of experience as long term staff move into retirement.

The Wide Bay Burnett (WBB) Councils have been collaborating as an effective Water Alliance to meet these challenges. In 2013 an Urban Water Technical Committee was established as a committee of the Wide Bay Burnett Regional Organisation of Councils (WBBROC) tasked with identifying, prioritising and seeking collaborative solutions to issues of joint concern. To enhance the opportunity for greater levels of collaboration, this group transitioned to a stand-alone Alliance, the Wide Bay Burnett Urban Water Alliance (WBBUWA), in April 2021. The new model allows for an increased level of collaboration through direct decision making on regional initiatives for the councils and diverse communities of the WBB region.

The overarching intent of the WBBUWA is to build on existing initiatives and develop new joint activities and to explore further regional collaboration that supports the strategic objectives of the participating councils.

1.0 Objectives

The objectives of the WBBUWA are to:

- Build the collective capabilities of Members through enhanced cooperation and alignment of systems and processes;
- Develop stronger networks for mutual support, knowledge exchange and mentoring;
- Demonstrate leadership in development of the urban water sector in regional Queensland;
- Develop an agreed positions on common issues in consultation with stakeholders (e.g. the state, regulators, private companies and customers etc.);
- Seek and administer external funding that supports the execution of these TOR; and
- Provide advice and recommendations on urban water and wastewater matters that will affect the future development of the Region and strategic priorities of each council.

2.0 Roles and Responsibilities

Membership

Members will comprise of a representative responsible for water and sewerage services from WBB councils, or their nominee. Members agree to:

- provide accurate advice and information to their councils and other members of the Alliance in support of the execution of these TOR,
- seek consistency in the attending nominee to ensure optimum performance of the Alliance,
- maintain confidentiality on issues of a sensitive nature,
- act in an ethical manner and in accordance with these TOR, and
- disclose any current or potential conflict of interest relevant to participation in the Alliance.

Governance

- Voting (when required) will be on the basis of one vote per member
- A Chair will be elected by the Alliance for a two-year term.
- One member shall provide support as central coordinator of financial transactions.
- The Alliance shall agree on how secretariat services and support shall be provided.
- Sub-groups focused on specific issues may be formed to report to the WBBUWA, consisting of a WBBUWA member and other internal / external expertise as needed.

Meetings

- The group will meet at least quarterly with full Minutes distributed to all members.
- An agreed quorum for minuted decisions shall be three members.
- No financial decisions shall be made on behalf of other members.
- The group may invite internal or external stakeholders to observe meetings.

Reporting

- WBB councils will be informed of the Alliance activities by their WBBUWA representatives.
- Quarterly briefings will prepared and distributed to CEOs of participating councils.
- Briefings will include status of current projects and a summary of planned joint activities.
- Communication materials authorised by WBBUWA shall be shared for internal promotion.

3.0 Resourcing

Resourcing and procurement of services

- Participation in the WBBUWA shall be at the cost of each of the Councils.
- Cost sharing arrangements for specific initiatives (including internal resource allocation, procurement of services or external resources) shall be managed by agreement.
- The WBBUWA has no independent authority to commit Alliance councils to expenditure.
- Procurement will follow relevant policies of the participating Alliance councils.
- Alliance members may opt-in or out of projects at their discretion prior to commencement.

Payment Terms

- Each participant agrees to fund their agreed cost of projects they are involved in.
- All payments will be made to the council acting as financial coordinator within four weeks of receiving a relevant invoice.
- The financial coordinator shall be responsible for external funding contributions, invoicing all partners and ensuring appropriate procurement protocols are adhered to.

4.0 Variations and Dispute

Varying or Withdrawing from the TOR

- Any variation to these TOR must be approved in writing by all partners.
- Any member may withdraw from the agreement at any time by providing written notice and paying any outstanding commitments towards external work already agreed to.
- Additional members can be added on the unanimous vote of current Alliance members.
- The TOR will be reviewed by the WBBUWA and updated as required.

Dispute Resolution

The parties agree to escalate issues relating to this TOR through a maximum of three stages, namely:

- **Stage 1** - Resolve the issue through a mediated outcome, where the Chair helps the parties arrive at agreement, or escalate to Stage 2
- **Stage 2** - Determine how the dispute should be resolved through at a full WBBUWA Meeting and make a binding decision by majority vote, or escalate to Stage 3
- **Stage 3** - Refer dispute to a meeting of the CEOs of the Councils of who the dispute pertains to.

7.4 NATIONAL WATER INFRASTRUCTURE DEVELOPMENT FUND (NWIDF) - PHASE TWO

File Number: 11-08-2021
Author: General Manager Infrastructure
Authoriser: Chief Executive Officer

PRECIS

National Water Infrastructure Development Fund (NWIDF) Phase Two

SUMMARY

Following the joint delivery of Phase one (1) of the North and South Burnett Water Feasibility Study culminating in the Options Analysis Report adopted by Council in September 2020, funding for the delivery of the recommendations in Phase two (2) of the Study has been approved. This report summarises recommendations of the Options Analysis and proposes a project plan for delivery of Phase two (2) of the study.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council:

1. That Council delegate to commence delivery of the Phase two (2) South Burnett Feasibility Study in accordance with the Operational Plan 2021-22 and in accordance with the scope of works including:
2. Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;
3. Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure;
4. Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural;
5. Barlil Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand; and
6. that Council delegate to the Chief Executive Officer to deliver the program with quarterly reports addressing Phase two (2) progress to be presented to Council.

BACKGROUND

The NWIDF Intergovernmental Agreement, and 2015 Commonwealth White Papers on Developing Northern Australia and Agricultural Competitiveness, set out the objectives of the NWIDF and the funding provided under the scheme. The objective of the NWIDF is to:

- Facilitate long-term economic and regional development through:
- (a) enhancing the knowledge base underpinning water infrastructure planning and decision making;
 - (b) undertaking the detailed planning required to inform water infrastructure investment decisions; and
 - (c) expediting the construction of water infrastructure.

The first phase of the NWIDF funding for North and South Burnett was used for the development of a Strategic Business Case and Options Analysis under the Building.

Queensland framework. These feasibility studies culminated in four strategic recommendations. The Options Analysis Report was released by South Burnett Regional Council in October 2020.

Recommendation one (1) (b) of the joint study relates to the South Burnett Region. Further targeted investigations are required to refine the understanding of the Barlil Weir project viability in order that the project can be advanced:

Recommendation 1: Further assessments for North Burnett and South Burnett regional council areas

It is recommended that further assessments detailed in Appendix I should be undertaken to refine understanding of the following two projects:

- a) Construct a re-regulating weir on the Boyne River.
- b) Construct a re-regulating weir on the Barambah Creek (Barlil Weir).

The assessments identified should be undertaken in collaboration with appropriate stakeholders to narrow project risks prior to deciding whether it is appropriate to progress to a detailed business case for either project.

Recommendation two (2) relates specifically to the Coalstoun Lakes project in the North Burnett and is not included further in the Phase 2 South Burnett Water Feasibility Study.

Recommendation three (3) aims to benefit irrigators in both the North and South Burnett. It is recommended a coordinated approach between the Council's is adopted to advance this recommendation:

Recommendation 3: Referral of efficiency measures to the Queensland Government for direct review

It is recommended that the Queensland Government investigate, in collaboration with Sunwater:

- a) optimised in-scheme unsupplemented access rules
- b) refinements and efficiency improvements to rules relating to private water harvesting
- c) regulatory and operational refinements to support agricultural supply chain improvements.

Recommendation four (4) is closely aligned to the funding objectives. It is noted that a small part of the South Burnett Integrated Water Initiative relates specifically to urban water security, which South Burnett Regional Council will fund directly.

Recommendation 4: South Burnett Integrated Water Initiative

It is recommended that South Burnett Regional Council conduct a further investigation, and take direct action, in relation to:

- a) procuring a permanent transfer of high priority water from the Tarong Power Station to secure the urban water supply for Kingaroy
- b) securing a combination of private and public investment for the construction of a water recycling plant at Swickers facility in Kingaroy
- c) the viability and process of converting Gordonbrook Dam from urban to irrigation use
- d) securing additional water for irrigators in Blackbutt from Wivenhoe Dam to be transported through the Wivenhoe pipeline.

The council should formulate a 25-year economic roadmap that addresses points a) to d) above and provides a strategic direction for how the region will prepare for and manage strategic water opportunities.

While funding for the initial phase of the study was jointly managed for the two Councils by DNRME, balance funding has been provided directly to North and South Burnett Regional Councils to allow each Council to deliver the recommendations of the Options Analysis.

On the basis of Recommendation one (1) and four (4), and the objectives of the NWIDF, the Council propose to develop four (4) strategic water infrastructure assessments and plans directed at the long term economic development of the South Burnett Region. These assessment and plans, including the funding arrangements, are outlined below:

Feasibility Study	Cost (\$ excl. GST)	Portion funded through NWIDF	Amount to be funded from NWIDF funding (\$)
Development of a 25-year regional economic plan that will inform water infrastructure investment decisions for South Burnett. This plan will be for the entire South Burnett;	400,000	75%	300,000
Strategic assessment of the viability of converting Gordonbrook Dam from urban to irrigation use and developing a plan for augmentation of the existing strategic water infrastructure	35,000	100%	35,000
Strategic assessment and plan for the development of on new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural	40,000	100%	40,000
Barlil Weir Demand Assessment and Report including customer engagement (existing and potential), rigorous evidence bases analysis of current and future demand	75,000	100%	75,000
Total of NWIDF funding			450,000

DRAFT PROJECT PLAN

Resourcing

Continuation of the study will be coordinated by external resources. In order to maximise transfer of knowledge from Phase one (1) of the Study, state-wide prequalified panels will be used to engage the study authors procured for Phase one (1) in order to deliver the identified key deliverables of Phase two (2). Similarly, the study coordinator for Phase one (1) of the study will be extended to the final Phase of the South Burnett Water Feasibility Study.

Methodology

Recommendation one (1) (b) - Barlil Weir Demand Assessment: Assessment will comply with the requirements of the Building Queensland / Queensland Treasure business case framework so that the report can be used in a future detailed business case on Barlil Weir. Methodology includes:

Customer, and potential customer engagement through public forums, one-one direct interviews with potential customers, designed to establish and test individual demand.

Rigorous evidence-based assessment of actual demand and future irrigation requirements. This assessment considers the viability of demand based on the projected, modelled income for potential customers considering soil suitability, domestic market capacity for each crop and international export market potential.

Demand assessment report that will outline the process and the results. This report can be used to demonstrate the strong evidence base for the level of demand, capacity to pay and the likely economic benefits.

Recommendation three (3) – Advocacy for State Government review of un-supplemented water access rules: Consultants will prepare briefing material identifying efficiency focussed recommendations along with supporting information to enable effective advocacy to State Government by both North and South Burnett Regional Councils.

Recommendation four (4) – South Burnett Integrated Water Initiative. An economic roadmap will be delivered integrating recommendations identified in the Options Analysis:

4(a) Tarong Power Station currently has over 500 employees, contributes significantly to regional economic activity and is the dominant water user in the region with 29,900ML of high priority allocations from Boondooma Dam. The current plan is for Stanwell to close the power station in 2037 and it is expected that the water requirements of the station will progressively decrease prior to closure due to reduced demand and improvements in efficiency.

Accordingly, the Economic Road Map identifies how to best use the water resources that will become available during the next 16 years and beyond. The Road Map will identify and examine the activities that create jobs and economic activity, so that the region is ready thrive as the power station declines or is repurposed.

The road map will cover the period until 2045 and identify the water projects that can be pursued to maximise urban, commercial and irrigation benefits, and protect the region from the impacts of the power station closure.

The Economic Road Map would align with existing and future strategic documents that inform the direction of the region.

4(b) Review water saving initiatives proposed by Swickers in order to assist in securing funding for on-site initiatives to increase reliance on on-site raw water sources.

4(c) The Gordonbrook Assessment will consist of a targeted, short-form business case that assesses the viability of both urban and irrigation future uses for the dam, and outlines the economic benefits, including employment and economic growth, for the entire region. This work will include:

- Scope assessment and Opinion of Cost for advanced treatment of water for urban use

- High-level assessment of actual irrigation demand and willingness to pay.

- Developing an NWI / QCA compliant cost, revenue and pricing model for urban and agricultural options.

- Conducting financial viability assessment.

4(d) The Blackbutt Irrigation Assessment will consist of a targeted, short-form business case that provides a strategic assessment and plan for the development of new, or augmented, water infrastructure for Blackbutt irrigators, including securing new water allocations for agricultural development. The work will include:

- High-level assessment of actual demand and willingness to pay.

- Developing an NWI / QCA compliant cost, revenue and pricing model.

- Engagement with key stakeholders to assess viability and timeframes for securing supply.

- Conducting financial viability assessment.

Program

Commencement: September 2021

Draft Report: April 2022

Final Report: May 2022

Budget

NWIDF Funding (ex GST): \$579,000

Council will provide in-kind contribution to the program with internal resources and concurrent specialists who are assisting with the delivery of infrastructure solutions for the Kingaroy water security and supply including the design of the Gordonbrook offsite storage concept and design that is currently being undertaken.

ATTACHMENTS

Nil

7.5 APPLICATION TO SUPPLY WATER OUTSIDE THE DECLARED WATER AREA

File Number: 11-08-2021
Author: Personal Assistant Infrastructure
Authoriser: Chief Executive Officer

PRECIS

Application to Supply Water Outside the Declared Water Supply Area

SUMMARY

It was resolved during the March 2021 Infrastructure Standing Committee Meeting that an update report on the Proston Rural Water Supply schemes and water security be provided at a future infrastructure meeting. This report details responses to the questions raised during the March infrastructure meeting.

OFFICER'S RECOMMENDATION

That the committee recommends to Council that:

Council advise current and future applicants for water connection outside a Declared Water Supply Area for the Proston Rural water Supply Scheme designated in accordance with the *Water Supply (Safety and Reliability) Act 2008*, that Council is unable to provide a water connection as the infrastructure within the DSA cannot support additional connections from outside of the DSA without major infrastructure upgrades.

FINANCIAL AND RESOURCE IMPLICATIONS

Any proposals to extend the water supply area beyond the boundaries of Council's Declared Area requires consideration of the full impact to both the individual water supply scheme as well as broader network considerations. Review of scheme's declared service boundaries are required to be done at least annually, when review of the boundaries and the full implications of all requested extensions and physical capacity of the networks and available supply are considered.

With respect to the Proston Rural Scheme, the network consists of small diameter pipelines that were originally designed for an identified area and extension without considerable upgrade within the network is likely to impact service to existing connections. Customers connected to the schemes were also to provide additional onsite storage to reduce any deficiencies in levels of service at the connection point, however this has not been enforced by Council as no specific policies have been developed or adopted to allow for this to occur. Extension of the water supply scheme and connection of the Hivesville Village to the network will require significant upgrades of Council's network infrastructure on top of the recommend upgrade to meet the future requirements of customer within the adopted DSA and will require additional purchase of water allocation to avoid further decreases to water security. Provision for extension of the Proston Rural Scheme is not included in the current 10 year Capital Works program.

LINK TO CORPORATE/OPERATIONAL PLAN

2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles.
3. GROWING OUR REGION'S ECONOMY AND PROSPERITY – Boost our economy through investment and innovation that promotes population growth and community wellbeing

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

Council maintains mapping showing limits of Declared Service Areas.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Declaration of Service Areas is a requirement for Council to meet its obligations under the *Water Supply (Safety and Reliability) Act 2008*.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

Declared Service Areas will be reviewed annually with any changes presented to Council for consideration.

Consideration of connection applications outside of the Declared Water Service Areas and appropriate changing mechanism to recover the costs of connections is required.

ASSET MANAGEMENT IMPLICATIONS

Extensions of the Proston Water Supply Network will necessitate network infrastructure upgrades within the existing serviced area. Further, consideration will include assessment of current available High Priority water allocation.

REPORT

Assessment of Proston Rural and Proston Urban Water Supply Scheme for Expansion of the Declared Service Area in the Bluff Zone and Hivesville Village Reticulation network

1. Scheme Overview

Proston Water Supply provides potable water to 249 connections and raw water to 264 connections (based on last year's connection report provide by the Rates branch), supplying approximately 360 ML per year to residential, commercial and rural customers.

The Proston water scheme is divided into the Proston Rural supply and Proston Urban supply schemes. The Proston Rural supply scheme is strictly a non-potable scheme and sources its water from the Tarong- Boondooma water supply pipeline on Old Weir Road, Proston. Water is pumped to the Main Reservoir (1.06 ML), and subsequently pumped from this reservoir to the four other reservoirs within the scheme, as well as supplying the Proston Water Treatment plant for potable supply to the town of Proston. The potable supply is sourced from the rural supply main reservoir through a series of connecting mains to the Proston Water Treatment Plant. From a modelling perspective, these schemes will be assessed together due to the impact on the Proston Rural scheme trunk infrastructure.

Proston Town Reservoir has a storage capacity of 0.65 ML which services the town / urban area with potable water. This storage is required because the town cannot be serviced from the rural system which is classified as non-potable water.

Table 1– Proston Rural and Proston Urban Infrastructure Details

Scheme	Proston Rural	Proston Urban	Total
Length of Water mains	176.32 km	20.03 km	196.35 km
Reservoir Storage	Main Reservoir (MR) - 1.06ML Range Reservoir (RR) - 0.65ML Hivesville Reservoir (HR) - 0.33ML Bluff Reservoir (BR)- 0.33ML Red Hill Reservoir (RHR) - .045ML	Town Reservoir - 0.65ML	3.06 ML
Pump Stations	Stuart River Pump Station 1- MR Range Pump Station 2 -RR Hivesville Pump Station 3 -BR Kinleymore Booster Pump Station 4 - Pressure Booster	Proston WTP Clear Water	

2. Desired Levels of Service-Proston Rural Scheme

Appropriate Levels of Service for water supply design are required to ensure customers are provide a suitable flow and pressure at their connection. These levels of service are common in potable water schemes that incorporate firefighting demand, however rural and rural residential schemes typically have lower service pressures as firefighting requirements are not designed for in these areas. These rural and rural residential schemes also rely on the customer providing onsite back up storage requirements. The Proston rural scheme has also been designed for following this approach, requiring customers to ensure they have sufficient onsite storage to offset the need for providing increased infrastructure sizing to meet equivalent full-service supply demands. The following table provides the Levels of Service adopted for assessing the Proston Rural and Proston Urban systems.

Table 2 Desired Levels of Service

Standard	Proston Rural	Proston Urban
Demand Unit	ET	ET
Demand unit per Hectare (Future Growth)	Lots > 4Ha 0.086 ET/Ha Lots < 4Ha 4.180 ET/Ha	4.18 ET/Ha
Average Daily Demand (AD)	701 L/ET/day	631 L/ET/day
Mean Day Maximum Month (MDMM)Factor (MDMM:AD)	1.7	1.7
Peak Day (PD) (PD:AD)	2.3	2.3
Operating Service Pressure		
Minimum PH Pressure	15m at connection point	22m at property boundary
Minimum Residual Fire Flow pressure	Not Applicable	12m in the main at the flowing hydrant; and 6m elsewhere in mains that have customer connections; and Positive pressures throughout
Maximum Service Pressure	55m preferred (maximum 80m) Achieved by the installation of PLV within the network and at connection points where required	55m preferred (maximum 80m) Achieved by the installation of PLV at connection points where required
Flows		
Fire Flow Demands	Not Applicable	Residential 10L/s for 2 hours Commercial/Industrial 30L/s for 4 hours
Storage		
Fire Fighting Storage	Residential 0.108ML -Main Reservoir only	Residential 0.108ML
Note: Mains in Hivesville are not designed to cater for firefighting demands	Commercial/Industrial 0.432ML - Main Reservoir only	Commercial/Industrial 0.432ML
Operational Storage Capacity-Reservoirs	3 x (PD-MDMM) + greater of MDMM	3 x (PD-MDMM) + greater of MDMM or fire fighting
Pumping		
Pump Capacity	MDMM over 20 hours	MDMM over 20 hours
Network Infrastructure		

Regional Trunk Mains	MDMM in 20 hours	MDMM in 20 hours
Reticulation Mains	Maintain pressure for PH	Maintain pressure for PH and fire flow performance
Max Velocity	2.5 m/s	2.5 m/s

3. Scheme Demands

For the assessment of water supply schemes, South Burnett Regional Council utilises the equivalent tenement method (ET) for determining demands and assessing network capacities. An ET is a measure of the demand a property places on the water or sewer system. One ET is the equivalent water demand from an average single residential dwelling. For trunk infrastructure and water allocations, system loss is also to be included. Currently, system losses within the Proston schemes average 12% of total water usage per year. As infrastructure ages, losses can increase if infrastructure is not replaced at appropriate time frames, with losses up to 30% being previously recorded within the Proston Scheme.

Water meter records, Water Treatment Plant meter records, and pump station records were reviewed for the Proston Rural Scheme (including Proston Urban) with data available used in determining demands from 2014-15 to 2019-20. Historic water usage from the bulk supplier is available back to 2009. Daily records from Proston Water Treatment Plant and Stuart River Pump station (bulk supply offtake) were plotted and used to determine AD unit rates, and also MDMM and PD peaking factors as provided in the Levels of Service table.

Ultimate demands relate to the future demands that will be placed on the system by modelling existing and all currently non connected lots within a declared service area as if they are connected to the network. This provides an assessment of the current networks capability to meet future demands, with timing based on the predicted growth scenario. The assessment process also determines the capacities of trunk infrastructure as per the desired levels of service.

For current unconnected lots within the declared service area, an average ET/Ha is applied to determine the appropriate ET for the lot. This is based on the average ET/Ha across the network for other rural lots currently connected. The alternative is to adopt demand usage rates based on agricultural guidelines, such as from Department of Agriculture and Fisheries and Department of Natural Resources and Mines, however these have proven to be quite conservative and have tended to overestimate water demands as compared to current system demands.

Current ET numbers for the Proston Rural and Proston Urban are provided in the following table. Ultimate ET as shown excludes Hivesville Township expansion in this table.

Table 3: Current ET ratings for the existing Proston Rural and Proton Urban Scheme areas

Scheme	Current ET
Proston Rural	1105
Proston Urban	255
Proston Scheme Total	1360
Rural Scheme Area	
Okeden	89
Speedwell	251
Abbeywood	285
Range	96

Hivesville*	122
Bluff	263

*-Includes current connections with the Hivesville area (Rural and Village) but excludes any expansion of Hivesville village township.

4. Water Usage Demands

From the assessment of metered records, the AD demands, equated as ML/year from the L/ET/day demands and current ET ratings, are provided in the following table. In assessing network capacities, models are developed to assess current AD and ultimate demands, including the relevant peaking factors as needed for infrastructure sizing. Council has also determined the ET ratings and AD demands for the main areas with the Proston rural scheme to highlight deficiencies within the system from an allocation perspective.

Current ET demands as determined through this process are provided Table 5 below.

Table 5: Current AD demands for the existing Proston Rural and Proton Urban Scheme areas

Scheme	Current AD Demands
Proston Rural	283 ML
Proston Urban	59 ML
Proston Total	342 ML
Scheme Area	
Okeden	23.8
Speedwell	67.2
Abbeywood	76.4
Range	25.5
Hivesville	32.7
Bluff	70.5
Total	296

5. Future Demands and Planning

5.1 Planning Period and Growth Assessment

In assessing the growth for the Proston Rural and Proston Urban supply schemes, growth was determined using the average number of connections added to the scheme per year (based on historic records) and converted to an ET growth rating over the past five (5) years. The average growth in ET for Proston Rural Water scheme, including Proston Urban, is 1.4%. In comparison, a growth rate of 1.3% ET per year which represent the average growth rate across all SBRC water schemes. This growth represents the connection of currently non-connected properties within the declared service areas being connected to the schemes. This growth will continue until the ultimate ET is reached or another factor prevents further connections, such as water allocation availability. From this assessment, the growth period has been selected as 24 years until to 2045.

The Figures 1 to 3 below provide the historic water usage and projected water consumption contributed by this growth for the Proston Rural (excluding Proton Urban usage), Proston Urban, and the total usage from Proston Rural and Proston Urban Combined. From these figures, it can be seen that the Proston Rural ultimate condition will be reached by 2033, Proston Urban will reach ultimate condition approximately 2046, with the combine system reaching ultimate by 2035 if the current growth trends continue. As a result, this will trigger a number of infrastructure upgrades within the next 15 years.

Figure 1: Historic demand and future growth Proston Rural (excluding Proston Township)

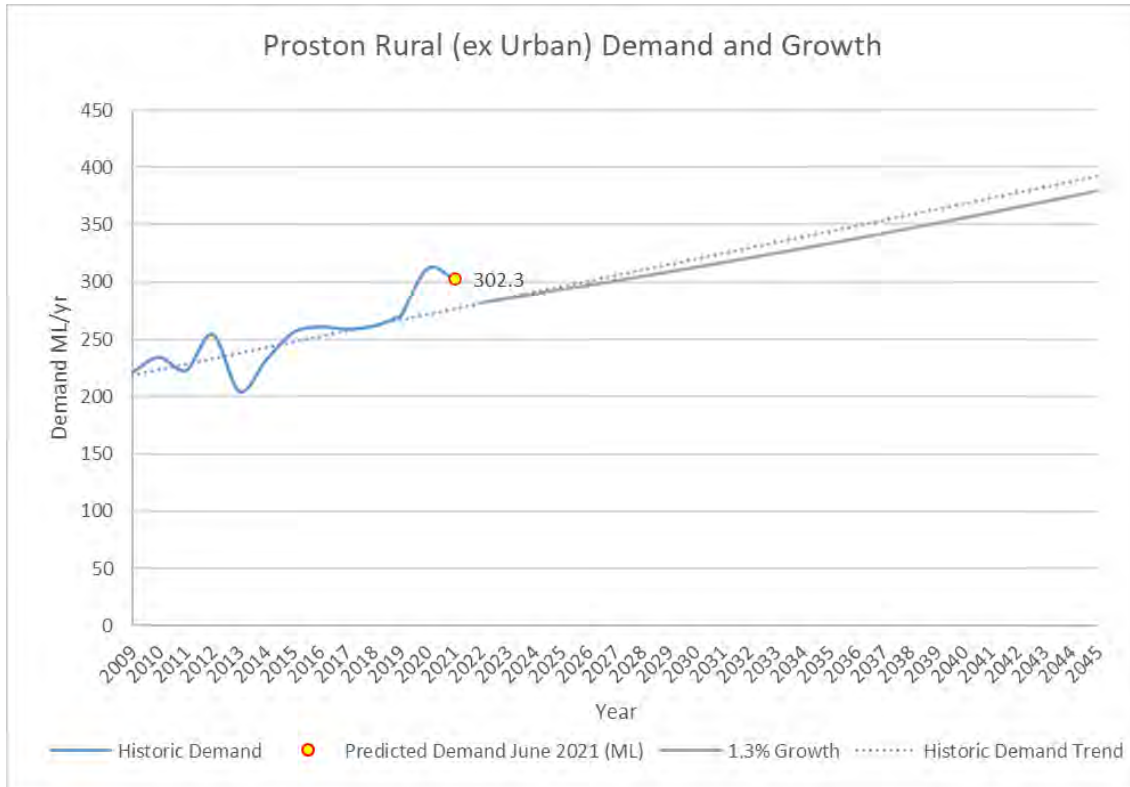


Figure 2: Historic demand and future growth Proston Town Urban area

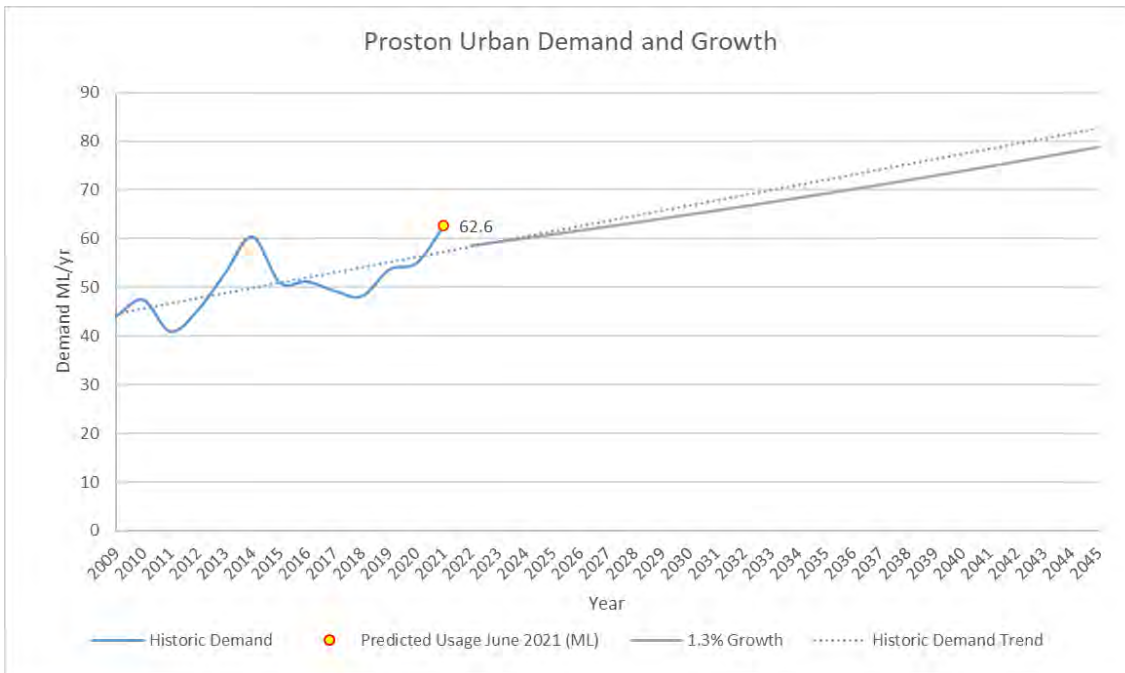
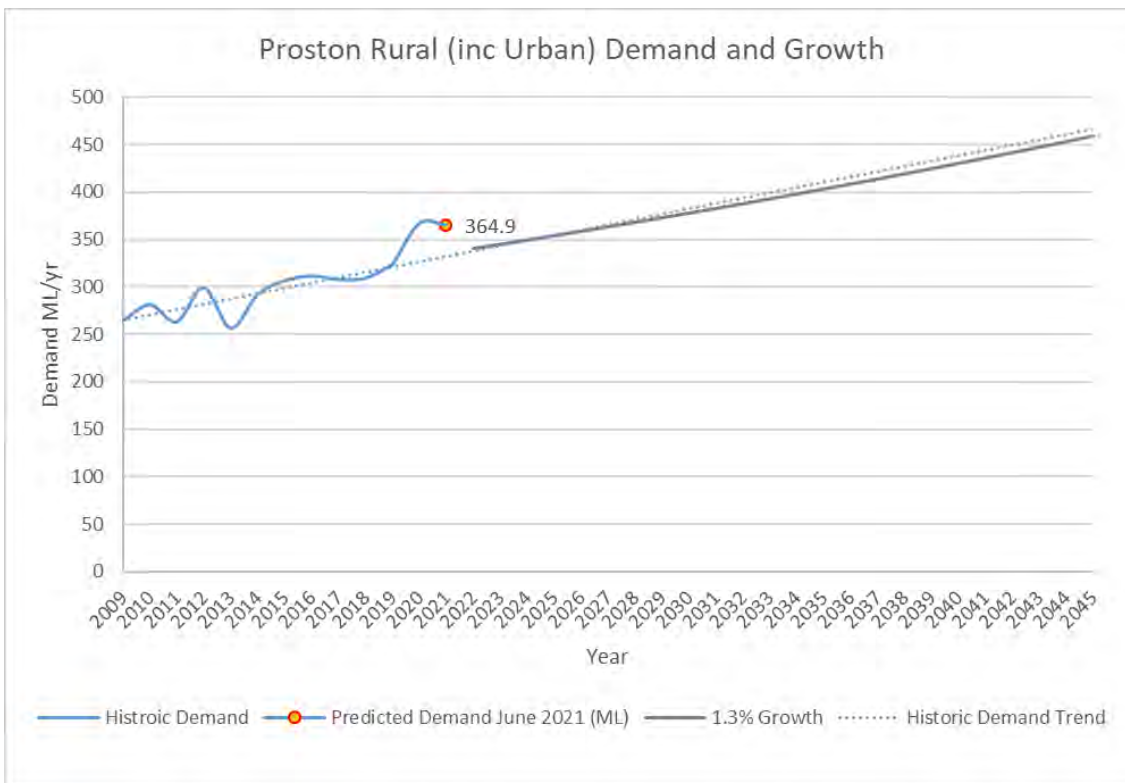


Figure 3: Historic demand and future growth Proston combining Rural and Urban



5.2 Ultimate Scenario and additional ET requirements within the in DSA

Under the currently adopted and reviewed DSA, a number of vacant lots not connected to the scheme are present, both in the Proston Rural and Proston Urban areas. Table 4 provides the equivalent tenements based on the planning levels of service for ultimate scenario (all current non-connected allotments connected to the schemes) and subsequent water demands for the scheme attributed to these ultimate ET.

Table 4: Ultimate ET and demands for the Proton Rural and Proston Urban Areas

Scheme	Ultimate ET	Increase in ET	Ultimate Demands
Proston Rural	1264	159	324 ML
Proston Urban	372	117	86ML
Proston Total	1636	276	410
Rural Scheme Area			
Okeden	122	33	32.7
Speedwell	289	38	77.4
Abbeywood	297	12	79.6
Range	108	12	28.9
Hivesville	155	33	41.5
Bluff	293	30	78.5
Total	1264	159	324

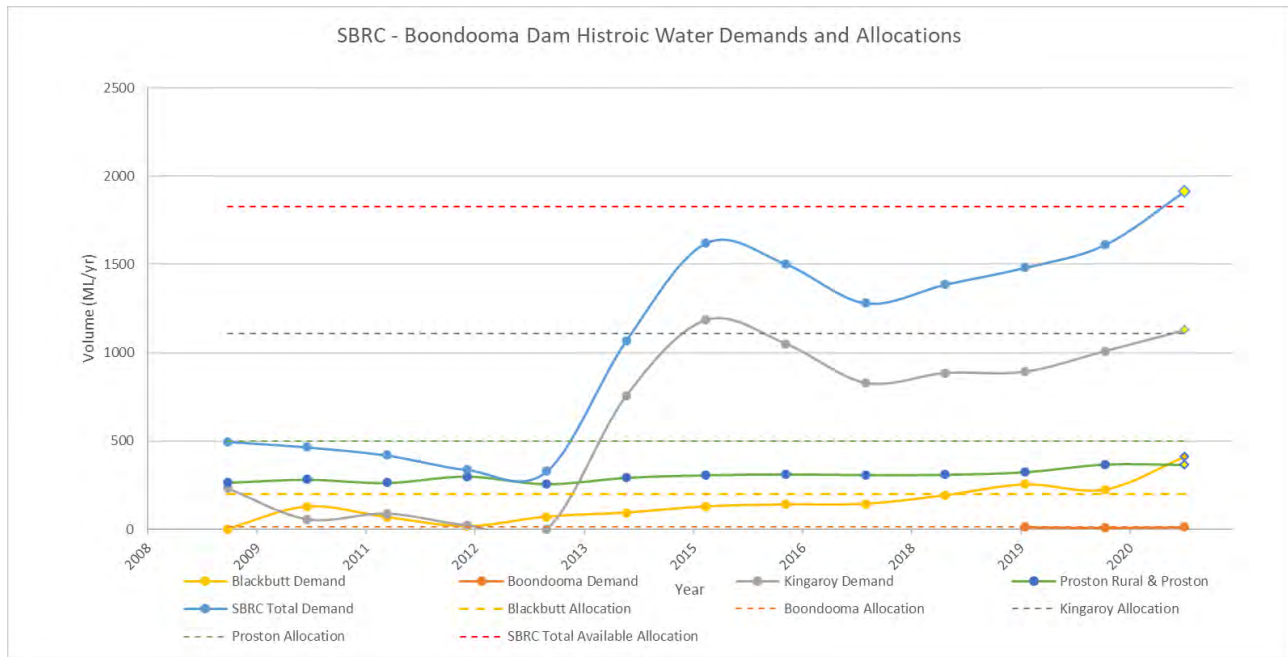
5.3 Allocation Forecasting

Proston Rural (including Proston Town) has a nominal annual water allocation of 500ML from the bulk supply authority, Sunwater. Based on the assessment of historic and future growth predictions, Ultimate ET will be reached by 2035 if the current growth rate and water usage trends continues. This will result in an Ultimate water demand for the scheme of 406ML, leaving a balance volume of 94ML/yr. It must be noted however that the total water supply usage and subsequent L/ET/day for both Proston Rural and Proton Urban have increased significantly over the past 2 years.

As the network infrastructure ages, increases in water losses will become more apparent. Historic records indicate that water losses can be as high as 30% within the Proston scheme as a result of aging infrastructure. As such, it is necessary to have spare capacity with the available allocation to avoid exceeding contracted allocation from the bulk supplier. Asset renewals will also need to be undertaken in a timely manner to reduce the annual losses.

Currently, allocations are shared across all schemes connected to the Tarong-Boondooma Pipeline, with major shortfalls at Blackbutt, and Kingaroy resulting in Council exceeding its total allocation as a result of increased demands. Purchase of additional allocation was required in the 20/21 water year. Figure 4 below indicates the water usage demands for each of these schemes and the combine total water allocation demands.

Figure 4: Water Usage for SBRC Schemes and Available Allocations



6. Scheme Expansions

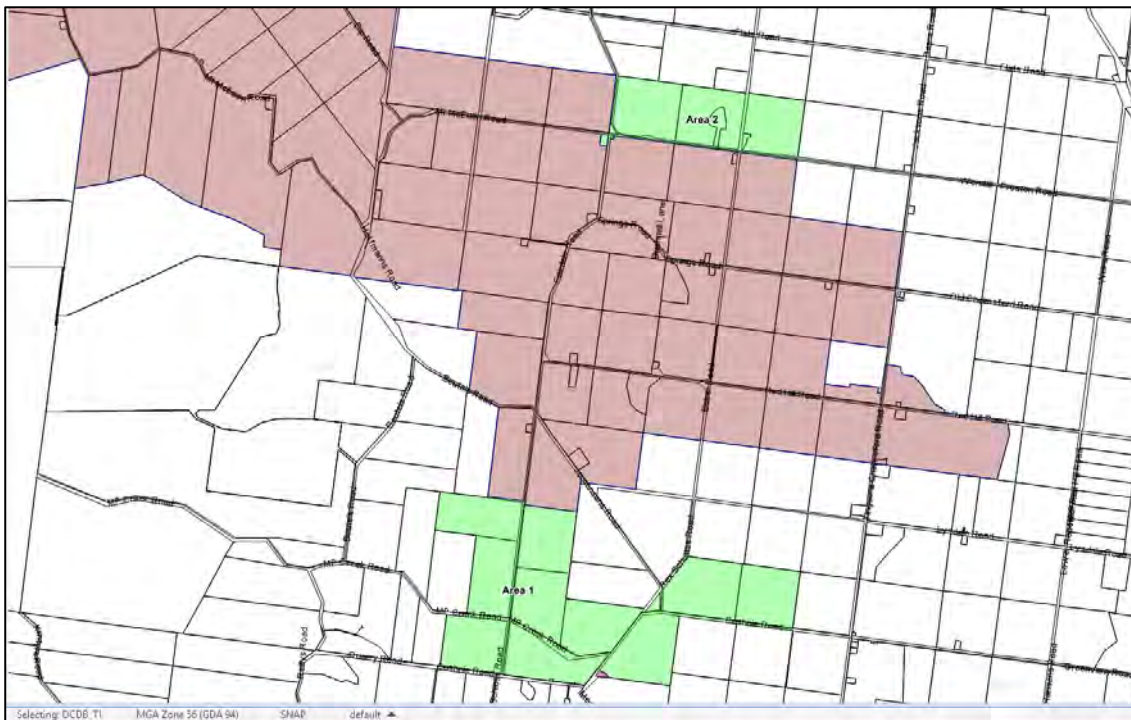
6.1 Lots where historical approvals have been granted outside of DSA

A number of additional lots have been historically approved for connection without considering the impacts on the scheme, both current and into the future. Each lot that has been connected outside of the DSA introduces an additional demand and subsequent reduction in the overall system capacity. This may cause supply issues or deficiencies in levels of services for future unconnected properties within the DSA should they apply to connect to the network, which under the Water Supply Safety and Reliability Act Council is obliged to connect. Subsequently, with more connections than can be accommodated by the scheme, resulting pressure and flow levels of service with the network to existing customers are not able to be achieved, and thus resulting in system failure. Additionally, the more properties that are connected the greater is the purchase of additional water allocation required.

6.2 Non-Approved Water Connection Requests – Expansion of Proston Rural Declared Service Area

Council has over the past 10 years, received a number of requests for connections to the Proston scheme for properties that lie outside of the DSA. If approval was granted to these requests, this will require additional investment by Council to upgrade the infrastructure to support customer within the DSA as well as additional lots outside of the existing DSA boundary. In addition, if these requests were granted, neighbouring properties that are also currently outside the DSA may also apply for connection, exacerbating the issue. To assess the impact if the DSA was expanded to incorporate additional properties for these requests and where Council has nearby infrastructure, the properties identified in the following figures have been assessed via network modelling assess to determine additional upgrade requirements and the impact on the water source supply.

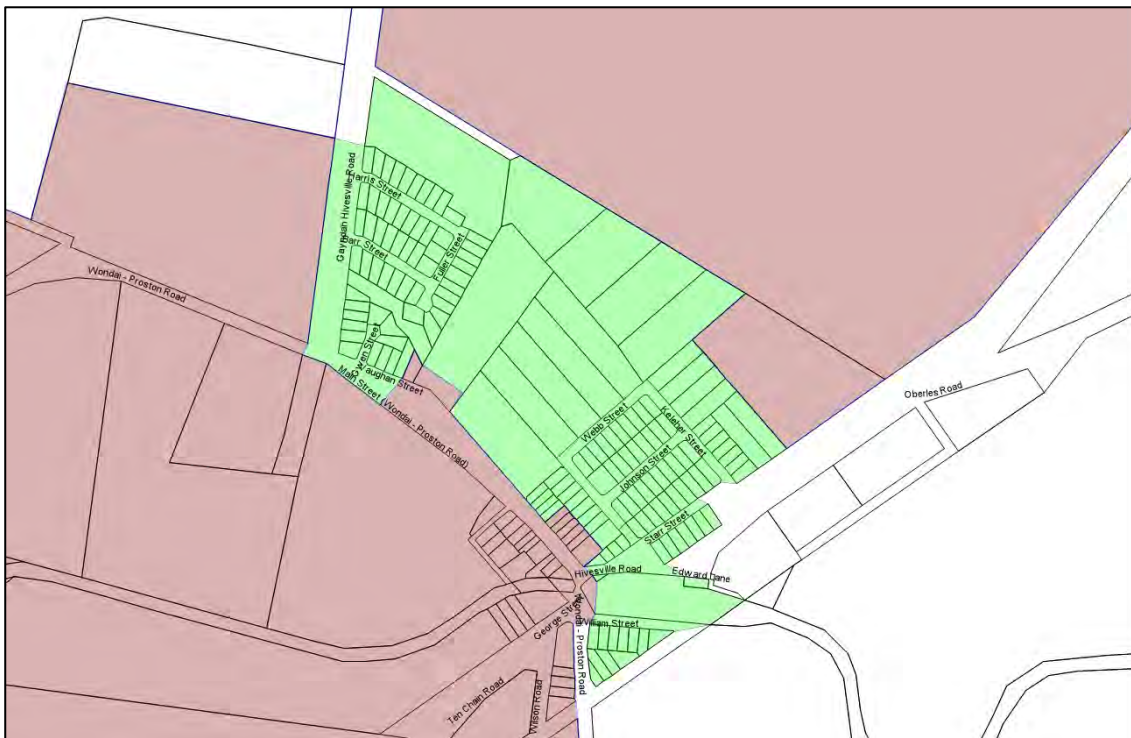
Figure 5: Declared Service Area Expansion - Proston



6.3 Expansion of the Hivesville Village Water Network

As part of the assessment of the expansion of the Proton Rural Schemes, it was also requested to assess the expansion of the Hivesville village water network to include all residential and village allotment and determine impacts on the network and trunk infrastructure, allocations and applicable costs. The expansion of this area is depicted in Figure 6.

Figure 6: Hivesville Village Expansion – Proston Rural Scheme



6.4 Equivalent Tenement Demands

Following the methods described in Section 3, an ET/Ha rating was assigned to the properties to provide a suitable ET rating for what would be considered an expected usage compared to neighbouring allotments in the surrounding area that are within the DSA. Table 5 provides the equivalent ET ratings for each of the areas identified within the Figure 5 and 6. In addition, Hivesville was also assessed to include firefighting provision for residential areas.

Table 5: ET Rating for Declared Service Area Expansions

Area	Number of Lots	Area	Equivalent Rating	ET
1	13	739	69.6	
2	6	211	31.5	
Hivesville Village Expansion	147		130	

7 Impact on Allocation

7.1 Expansion of the Proston Rural Declared Service Area

The expansion of the Proston Rural DSA would result in an additional 101 ET added to the network system. For simplicity, this additional ET was added in total as part of the current ET number, with growth adopted as the average 1.3%. Although a number of different growth scenarios could have been displayed, the end demand at the end of the growth period, in this case 2045, would be the same. As identified in Figure 7 and 8, the additional ET will result in the total demand approaching 500ML per year. It must be noted that this is assessed using average day demands, which as can be identified in the figures below, are often exceeded. If usage remains higher than the AD demands,

purchase of greater allocation will be required to avoid contract breaches with the bulk water supplier. If the DSA is required to be expanded, additional allocations be required to ensure sufficient supplies are available during average and peak day demands without resulting breaches of contract. To ensure adequate allocation is available for peak usage demands and network losses, 550MI allocation would be required to support this expansion in the ultimate case scenario. Provided allocation is available for purchase, the expected cost of this would be at least \$225,000 based on previous allocation purchases. As it will be difficult to purchase high priority water, 125ML medium priority allocation may need to be purchased and converted back to 50ML High Priority allocation.

Figure 7: Impact of additional ET on demands of the Proston Rural Scheme attributed by the Expansion of the Proston Rural DSA.

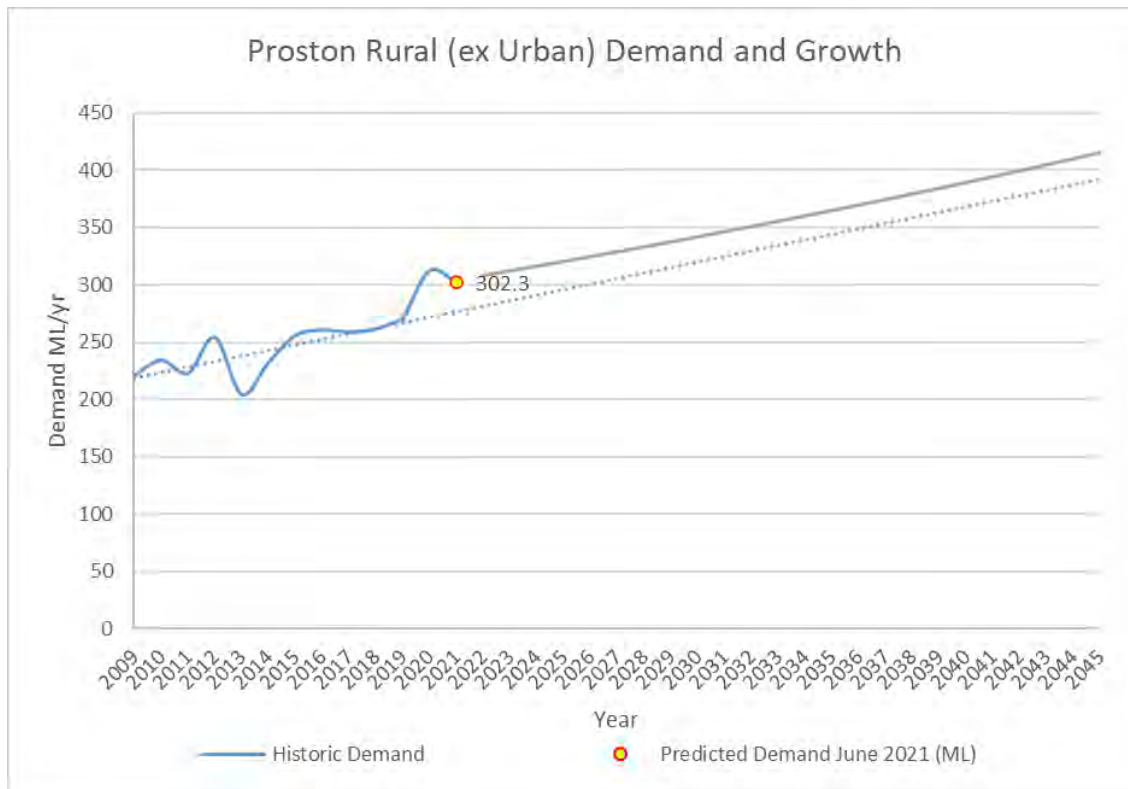
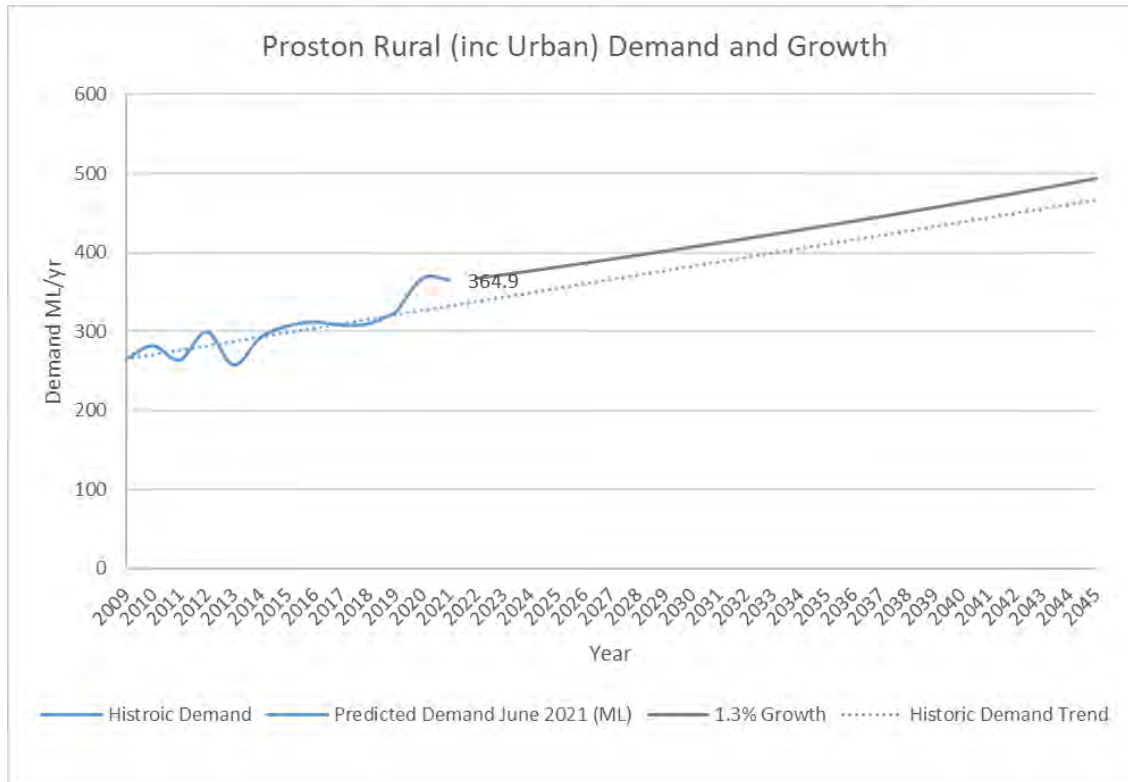


Figure 8: Impact of additional ET on demands of the Combined Proston Rural and Urban Scheme attributed by the Expansion of the Proston Rural DSA.



7.2 Expansion of the Hivesville Village Water network area

The expansion of the Hivesville Village Water network area would result in an additional 130 ET added to the network system. Similarly, for the previous scenario and for simplicity, this additional ET was added in total as part of the current ET number, with growth adopted as the average 1.3%. The figures below relate to the Hivesville area and the Proston Rural DSA expansion both occurring. Assessing Hivesville by itself would have a similar impact as per the previous assessment above, although indicate that the total demands will be equivalent to the available allocations by 2043 due to 30 additional ET as compared to the Proston Rural DSA expansion area. Although a number of different growth scenarios could have been displayed for this assessment, the end demand at the end of the growth period would ultimately be the same. As identified in Figure 9 and 10, the additional ET will result in the total demand being almost equivalent to the total available allocation significance sooner, this time by 2040. It must be noted that this is assessed using average day demands, which if usage remains higher will result in a much short timeframe where demand is equivalent to available allocation. If the Hivesville Village is to be incorporated into the Proston Rural network, additional allocation be required to ensure sufficient supplies are available during average and peak day demands without resulting breaches of contract. To ensure adequate allocation is available for peak usage demands and network losses, a minimum of an additional 75ML of allocation would be required to support this Hivesville expansion in the ultimate case scenario. This is in addition to the Proston Rural DSA expansion, requiring a total of 125ML of high priority allocation. for both cases. Provided allocation is available for purchase the expected cost of this would be at least \$562,000 based on previous allocation purchases. As it will be difficult to purchase high priority water, 312.5ML of medium priority allocation may need to be purchased and converted back to 50ML High Priority allocation.

Figure 9: Impact of additional ET on demands of the Proston Rural scheme attributed by the Expansion of the Proston Rural DSA and Hivesville Village Expansion

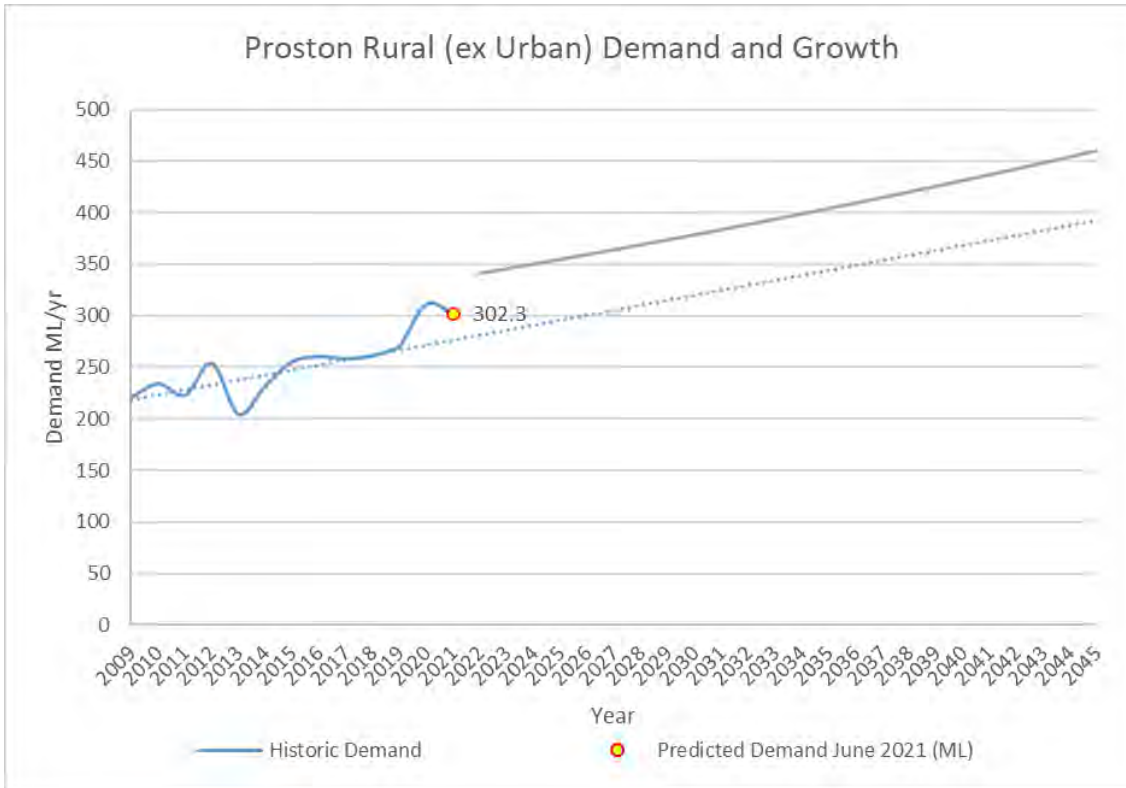
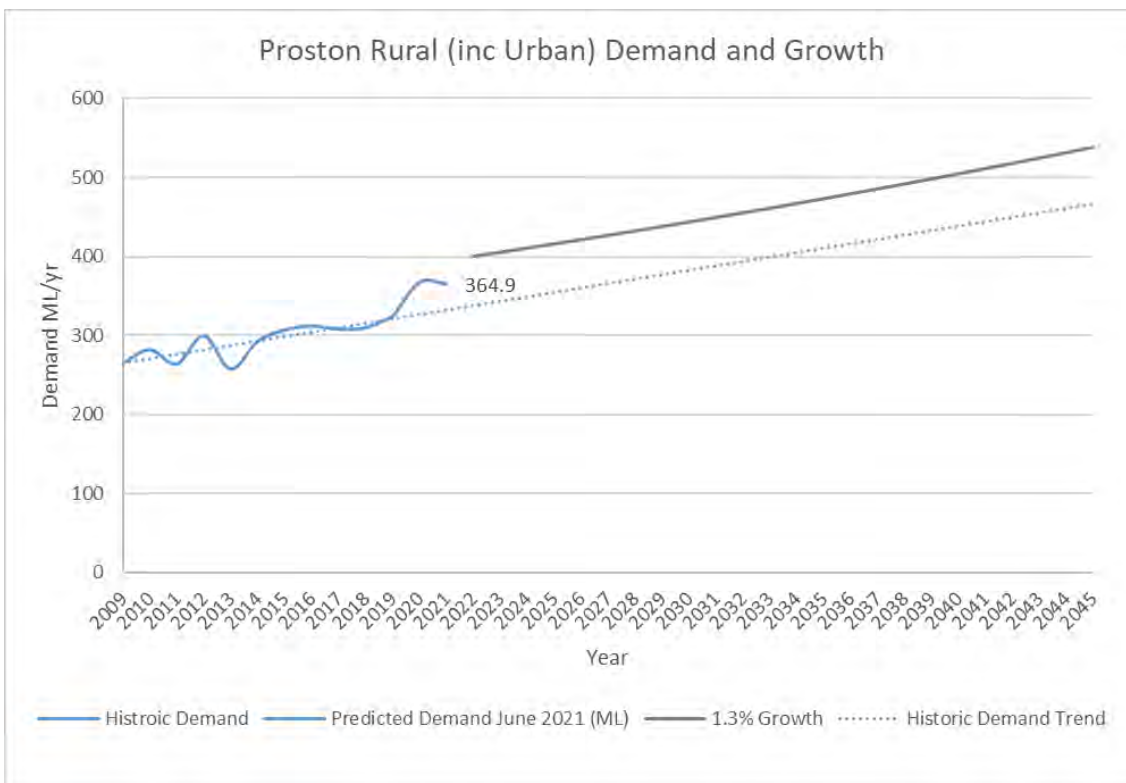


Figure 10: Impact of additional ET on demands of the combined Proston Rural and Urban scheme attributed by the Expansion of the Proston Rural DSA and Hivesville Village Expansion



8 Network Modelling Scenarios

A network modelling assessment was undertaken to determine the impacts that expansion of the Proston Rural DSA and the inclusion of the Hivesville Village Expansion would have on the Proston Water Scheme network. The Proston Rural DSA expansion and Hivesville Village were initially assessed independently of each other and together with existing and ultimate demands to determine the necessary upgrades for each expansion, and the combined impact.

A number of scenarios were undertaken to determine this as described below:

- Existing System Demands – highlighting current deficiencies
- Existing System Demands – Upgrade infrastructure to achieve desired LOS
- Existing System Demands with Proston Rural DSA Expansion Demands – Upgraded infrastructure to achieve desired levels of service
- Ultimate System Demands for exiting DSA – highlighting network deficiencies
- Ultimate System Demands for exiting DSA – upgraded infrastructure to achieve desired LOS
- Ultimate System Demands with Proston Rural DSA expansion – Upgraded infrastructure to achieve desired levels of service
- Ultimate System Demands with Proston Rural DSA expansion and Hivesville Village Expansion – Upgraded infrastructure to achieve desired levels of service

In setting up the modelling network, current GIS and asset information was imported into the modelling software, Water Gems. Although there are a number of items that are checked in relation to modelling outputs to determine the network capacities, the major items to consider that trigger potential upgrades are as follows:

- Pressure Deficiencies with the network as per the LOS – main indication
- Water velocities within the mains – limitations for surging or Water hammer
- Reservoir storage requirements, including for demands and fire flow where required (Proston and Hivesville Village)
- Pump Run times

8.1 Scenario 1 - Existing System

Figures 11, 12 and 13 provides modelling results for existing pressure deficiencies within the current network, and locations of upgrades required to ensure LOS are continuously achieved. Generally, the bigger the red dot, the larger the deficit pressure at those locations.

Table 6 provides the relative pressure levels in the following figures. In establishing the associated costs for upgrade as identified, a cost was determined for renewals (like for like replacement) as well as upgrade costs in addition to the renewal costs. The upgrade costs are to ensure LOS are achieved in the ultimate scenario, that is all unconnected lots with the DSA are connected.

Table 7 provides the estimated renewal costs and associated upgrade costs for the current network to ultimate scenario. As the purpose of this assessment is to determine the cost attributed to expanding the DSA and connecting Hivesville Village to the network, only the ultimate cost is presented. Although upgrades and the corresponding costs can be undertaken over an extended time period depending on growth rates and capital work budgets, this assessment is only looking at ultimate end costs.

Table 6: Pressure levels within the network











	< 0 kPa
	0-80 kPa
	80-120 kPa
	120-160 kPa
	160-220 kPa
	220-300 kPa
	300-550 kPa
	550-650 kPa
	650-1000 kPa
	> 1000 kPa

Figure 11 – Current deficiencies in the existing system with current connections

Demands	Infrastructure
Existing	Existing

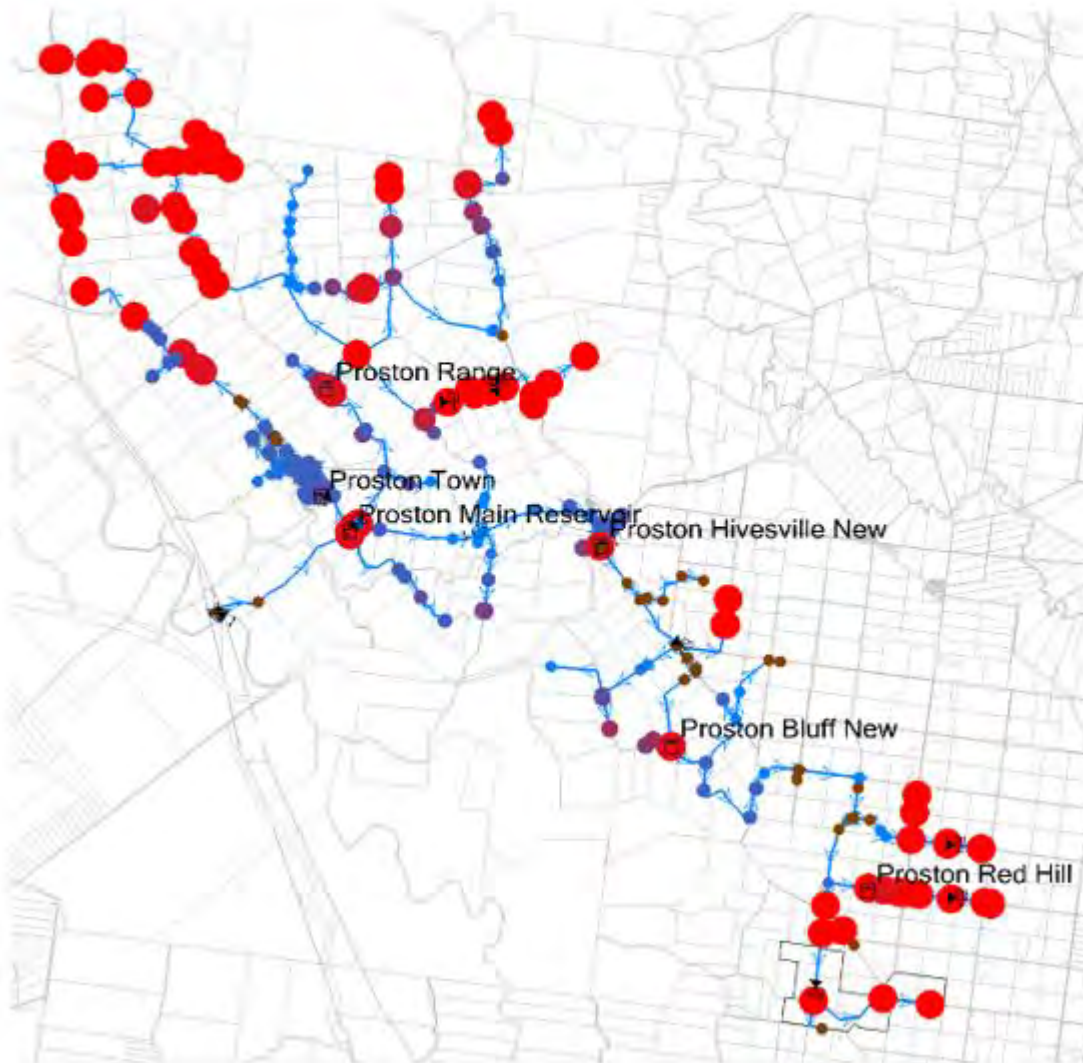


Figure 12: Locations of infrastructure upgrades in the existing network required with current connections to maintain desired levels of service

Demands	Infrastructure
Existing	Upgraded (1)

Change: Upgraded following infrastructure

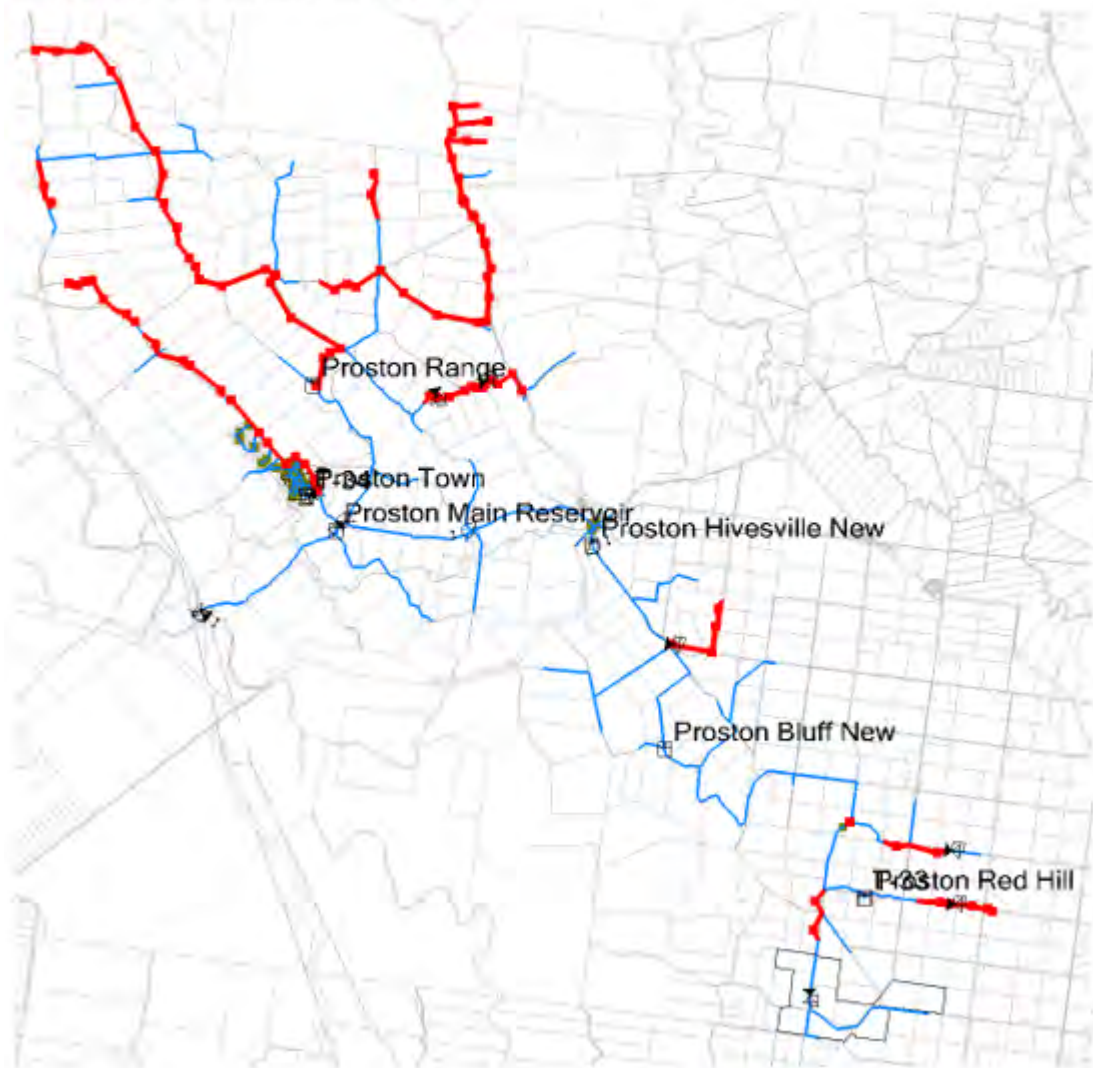


Figure 13: Pressure in current network if upgrades undertaken for Scenario 1

Node Pressures

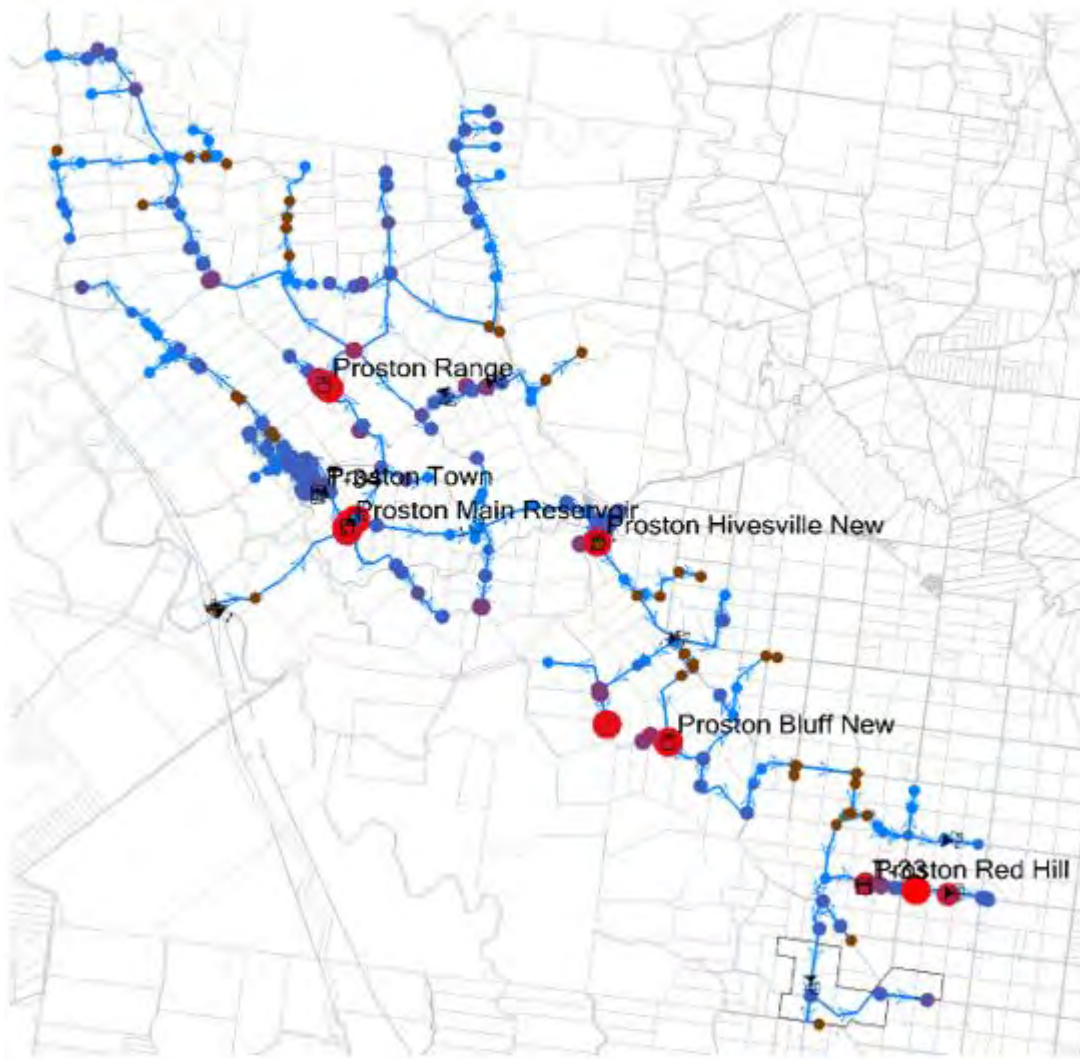


Table 7: Water Infrastructure Renewal Cost and Upgrades Costs for Infrastructure identified in Figure 12 to remove pressure deficiencies

Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Abbeywood/Range	\$1,507,760	\$583,136	\$2,090,896
Bluff	\$835,040	\$711,906	\$1,546,946
Hivesville	-		
Okeden	\$1,068,576	\$604,740	\$1,673,316
Speedwell	\$2,524,325	\$1,029,704	\$3,554,029
Total	\$5,935,701	\$2,929,486	\$8,865,187

8.2 Scenario 2 -Ultimate System incorporating Proston Rural DSA Expansion

Figures 14 provides modelling results for deficiencies within the upgraded current network (Upgrade 1, Scenario 1) if all lots identified within the Proston Rural DSA expansion zone (Figure 5) are connected. Figures 15 and 16 identify the locations of necessary upgrades and corresponding modelled pressure levels if upgrades were undertaken to ensure required LOS continuously achieved. Table 8 provides the estimated renewal costs and associated upgrade costs for the inclusion of the Proston Rural DSA Expansion. It must be noted that the upgrade cost for this scenario is in addition to the other necessary upgrades required to ensure LOS are met within the remainder of the network as provided in Scenario 1. This upgrade by itself, and not undertaken with the remainder of the identified upgrades for the existing network, would exacerbate the deficiencies already identified.

Figure 14 – Pressure deficiencies in the system including the Proston DSA expansion

Demands	Infrastructure
Existing with Extra	Upgraded (1)

Change: Increased demands north and south of Red Hill

Node Pressures

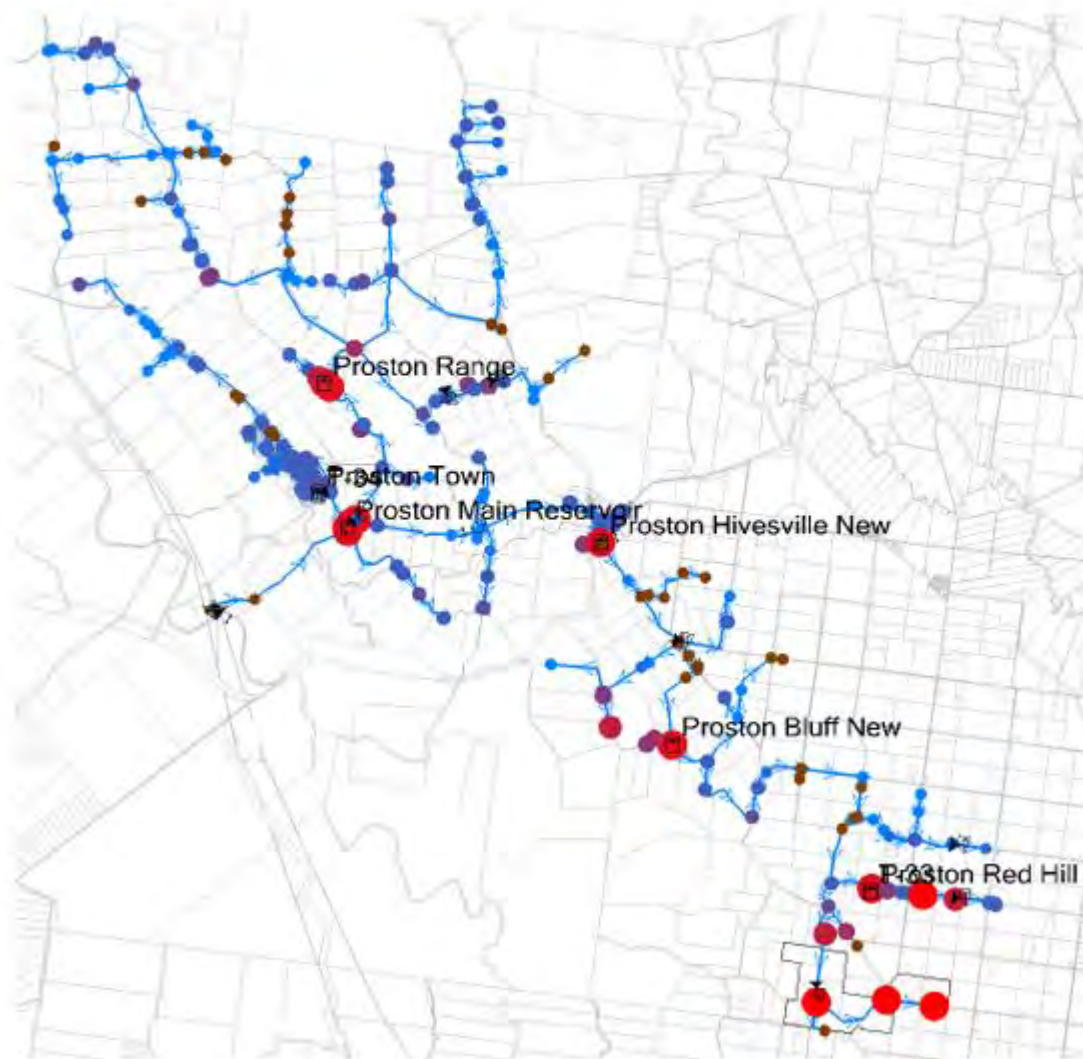


Figure 15 – Main Upgrade location in the network to incorporate the Proston DSA expansion

Demands	Infrastructure
Existing with Extra	Upgraded (2)

Change: Upgraded following infrastructure

Proposed Upgrades

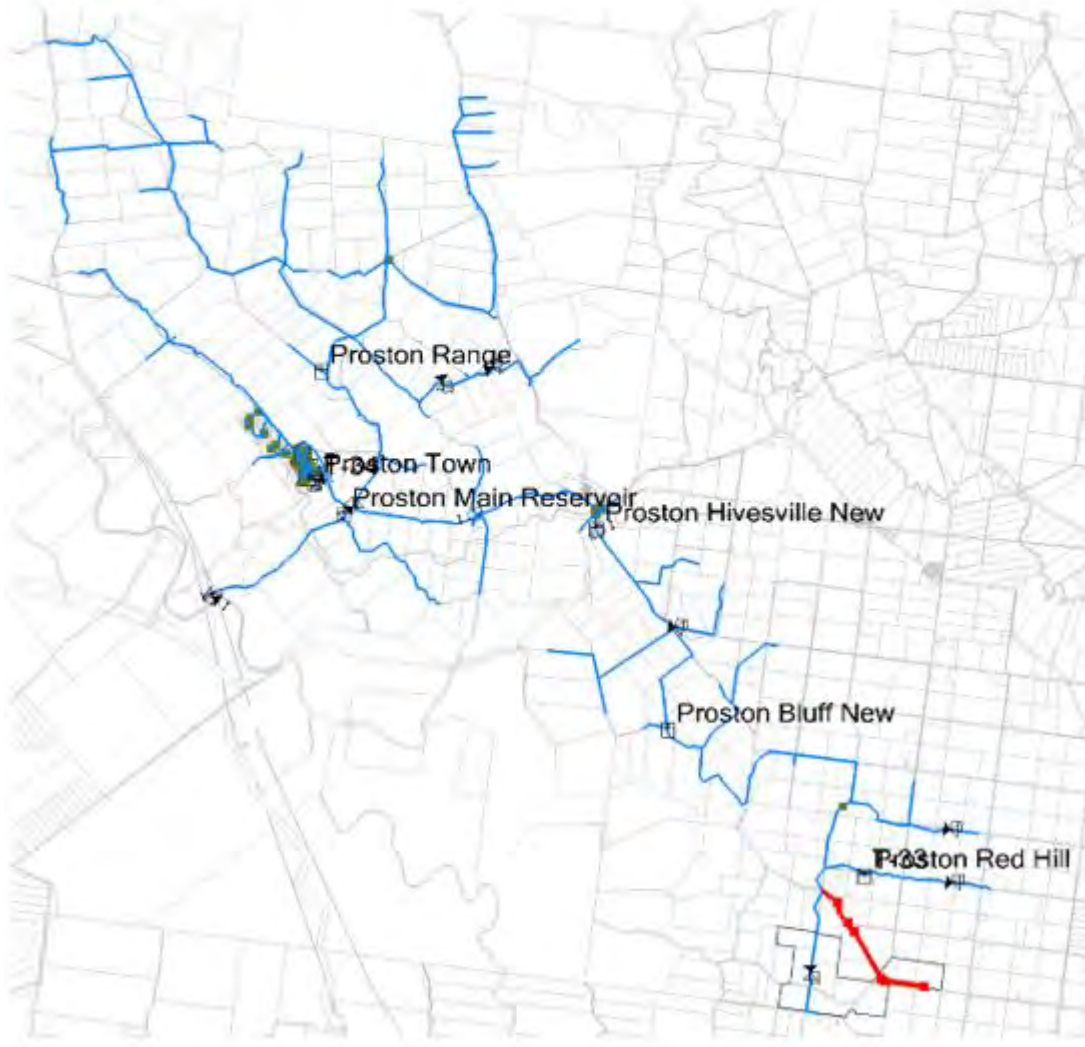


Figure 16: Modelled pressures in network incorporating the Proston Rural DSA expansion if upgrades undertaken for Scenario 2

Node Pressures

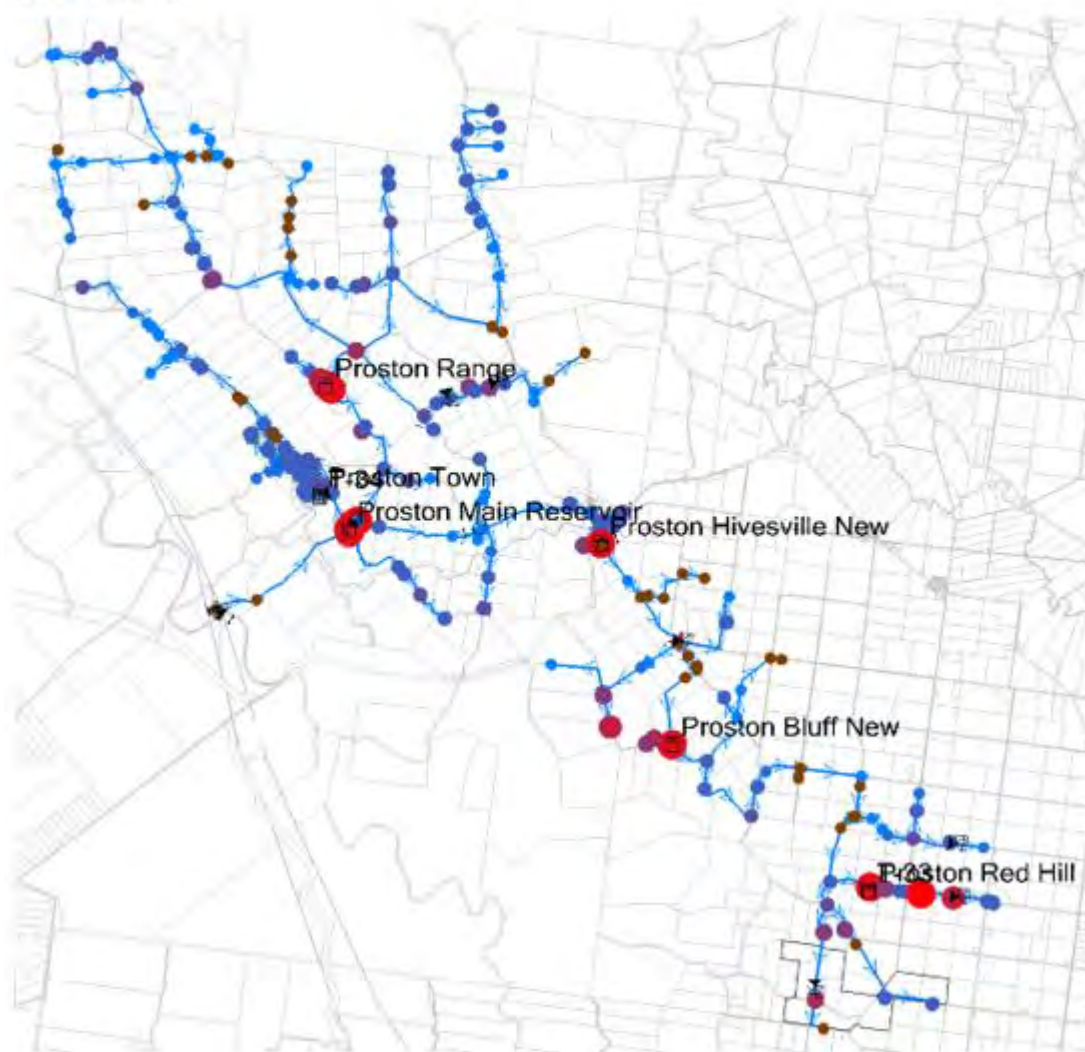


Table 8: Water Infrastructure Renewal Cost and Upgrades Costs for Infrastructure identified in Figure 15 to remove pressure deficiencies

Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Abbeywood/Range	\$1,701,136	\$759,552	\$2,460,688
Bluff	\$1,032,368	\$1,075,682	\$2,108,050
Hivesville*	\$150,000	\$50,000	\$200,000
Okeden	\$1,068,576	\$604,740	\$1,673,316
Speedwell	\$2,524,325	\$1,029,704	\$3,554,029
Total	\$6,476,405	\$3,519,678	\$9,996,083
Upgrade Costs required to incorporate Proston Rural DSA Expansion			
Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Bluff	\$175,568	\$359,424	\$534,992

*This includes costs for upgrade to the Hivesville Pump station to ensure water demands are provided without the pump set running greater than 20 hours MDMM

8.3 Scenario 3 -Ultimate System Upgrades incorporating Proston Rural DSA Expansion and Hivesville Village

Figure 17 provides modelling results for deficiencies within the upgraded ultimate network (Upgrade 1, Scenario 1) if the following conditions are true:

- All lots within the currently adopted Proston Rural and Proton Urban DSA are connected
- All lots within the Proston Rural DSA expansion area are connected
- All lots within the Hivesville village network expansion are connected

Figures 18 and 19 identify the locations of necessary upgrades and corresponding modelled pressure levels if upgrades were undertaken to ensure required LOS continuously achieved. Note that these figures do not currently include the internal reticulation of the Hivesville village, with deficiencies focusing on the trunk network infrastructure and applicable demands. Figure 20 provides the anticipated network to establish applicable network costs using adopted unit rates. Fire flows have only been designed for residential areas and does not provide for fire flow capabilities for industrial or commercial enterprises within the village area. Table 9 provides the estimated renewal costs and associated upgrade costs for the inclusion of the Proston Rural DSA and Hivesville village network expansions under ultimate scenario, including the additional reticulation extension within the Hivesville village area. The increased ET loadings on the network by both expansions also result in pump station upgrades at Stuart River, and increased reservoir storage at Main reservoir, namely for firefighting protection in Hivesville. It must be noted that the upgrade cost for this scenario is in addition to the other necessary upgrades required to ensure LOS are met within the remainder of the network as provided in Scenario 1. This upgrade by itself, without undertaking the remainder of the identified upgrades for the existing network, will exacerbate the deficiencies already identified.

Figure 17 – Pressure deficiencies in the system including the Proston DSA and Hivesville Village network expansion

Demands	Infrastructure
Ultimate with Extra and Hivesville	Upgraded (4)

Node Pressures

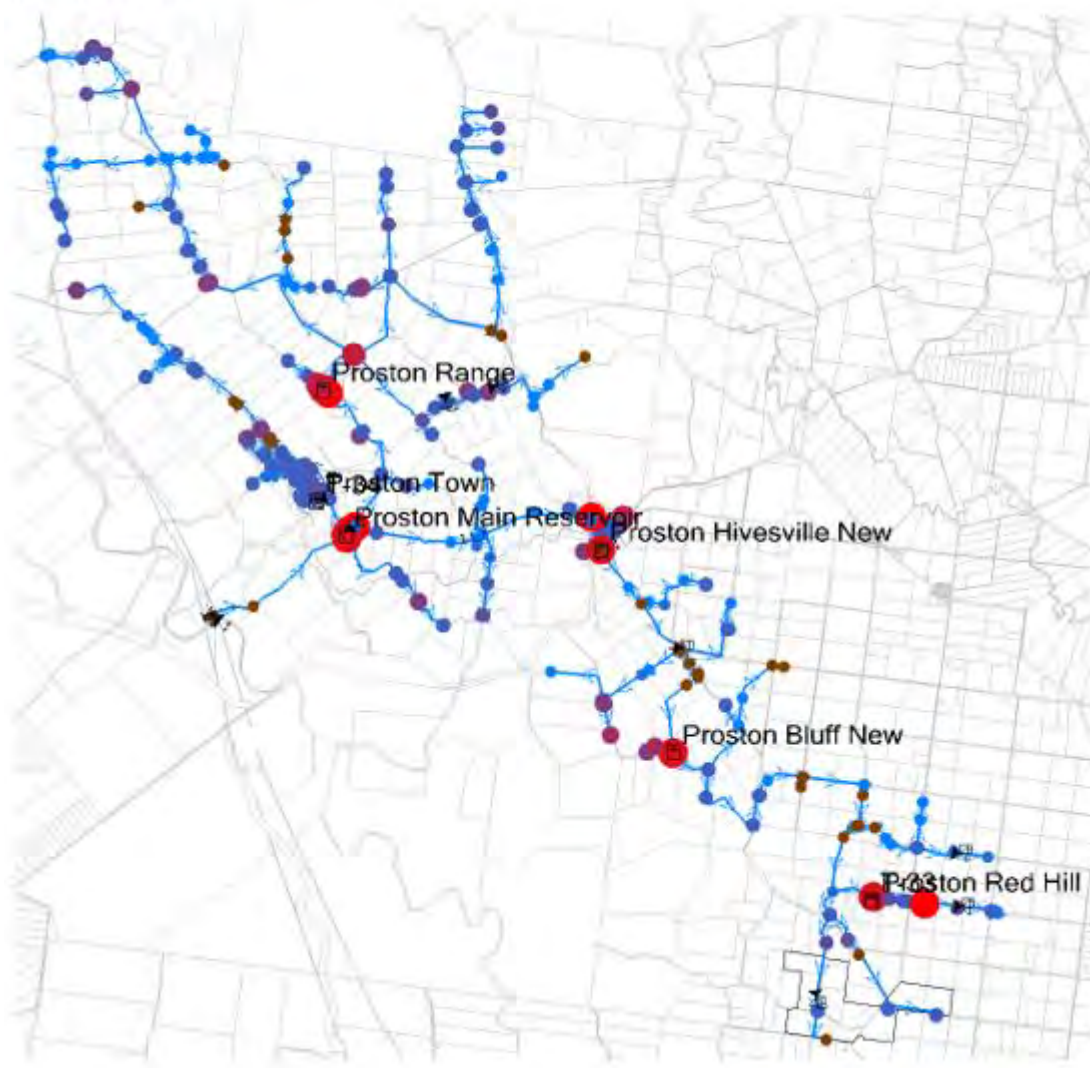


Figure 18 – Main Upgrade location in the network to incorporate the Proston DSA expansion

Demands	Infrastructure
Ultimate with Extra and Hivesville	Upgraded (5)

Change: Upgraded following infrastructure

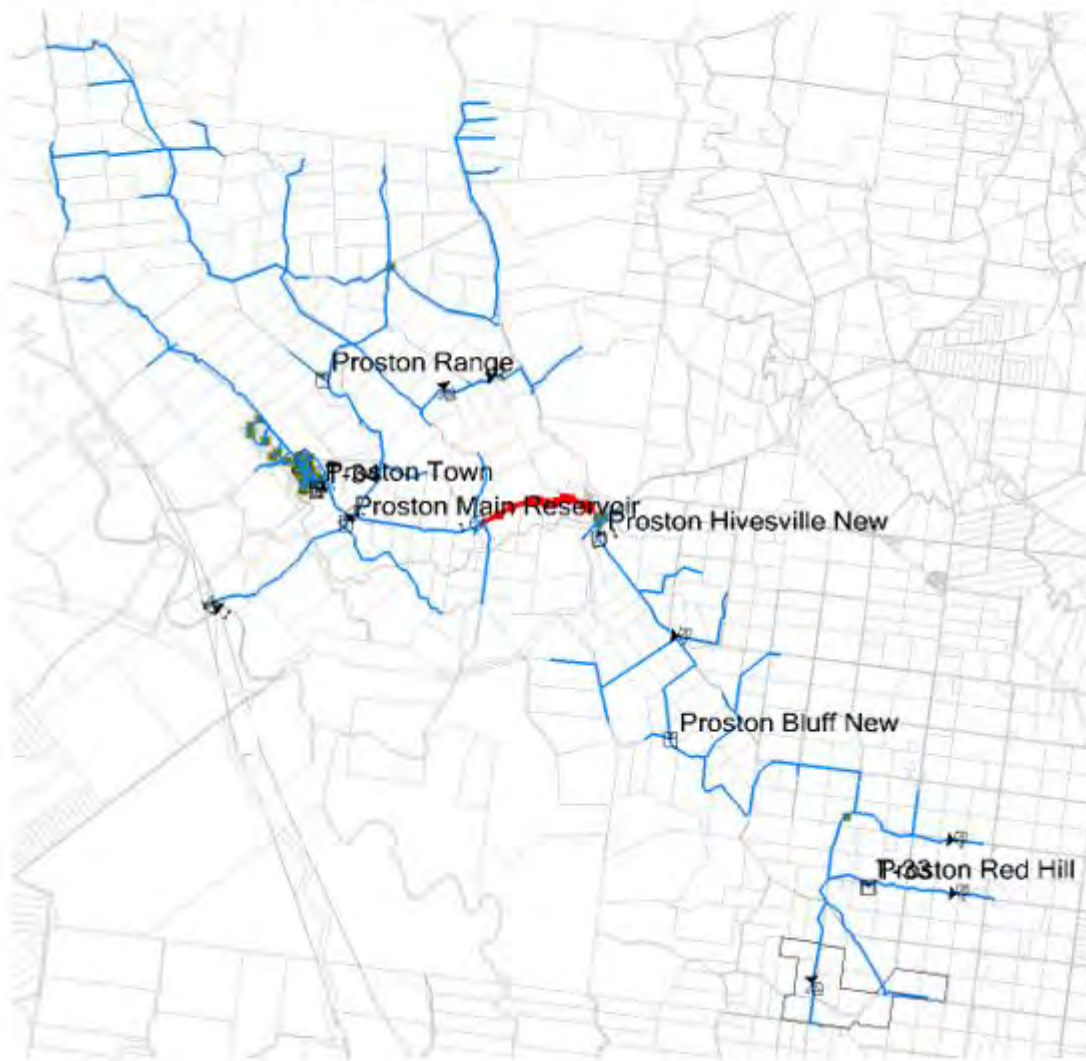


Figure 19: Modelled pressures in network incorporating the Proston Rural DSA and Hivesville village network expansion if upgrades undertaken.

Node Pressures

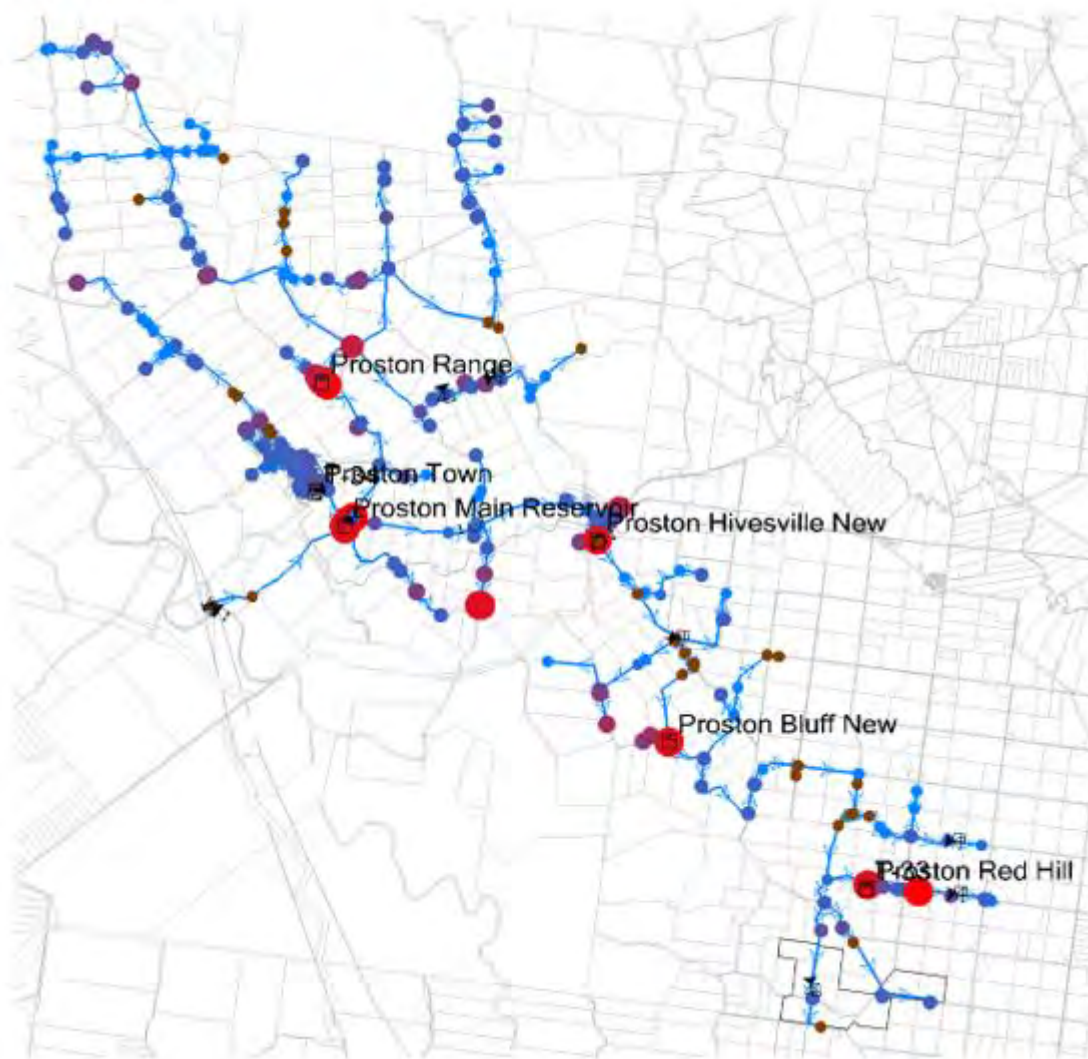


Figure 20: Water network infrastructure layout for Hivesville Village network expansion. Red lines are new or upgrade water main infrastructure with the village reticulation.

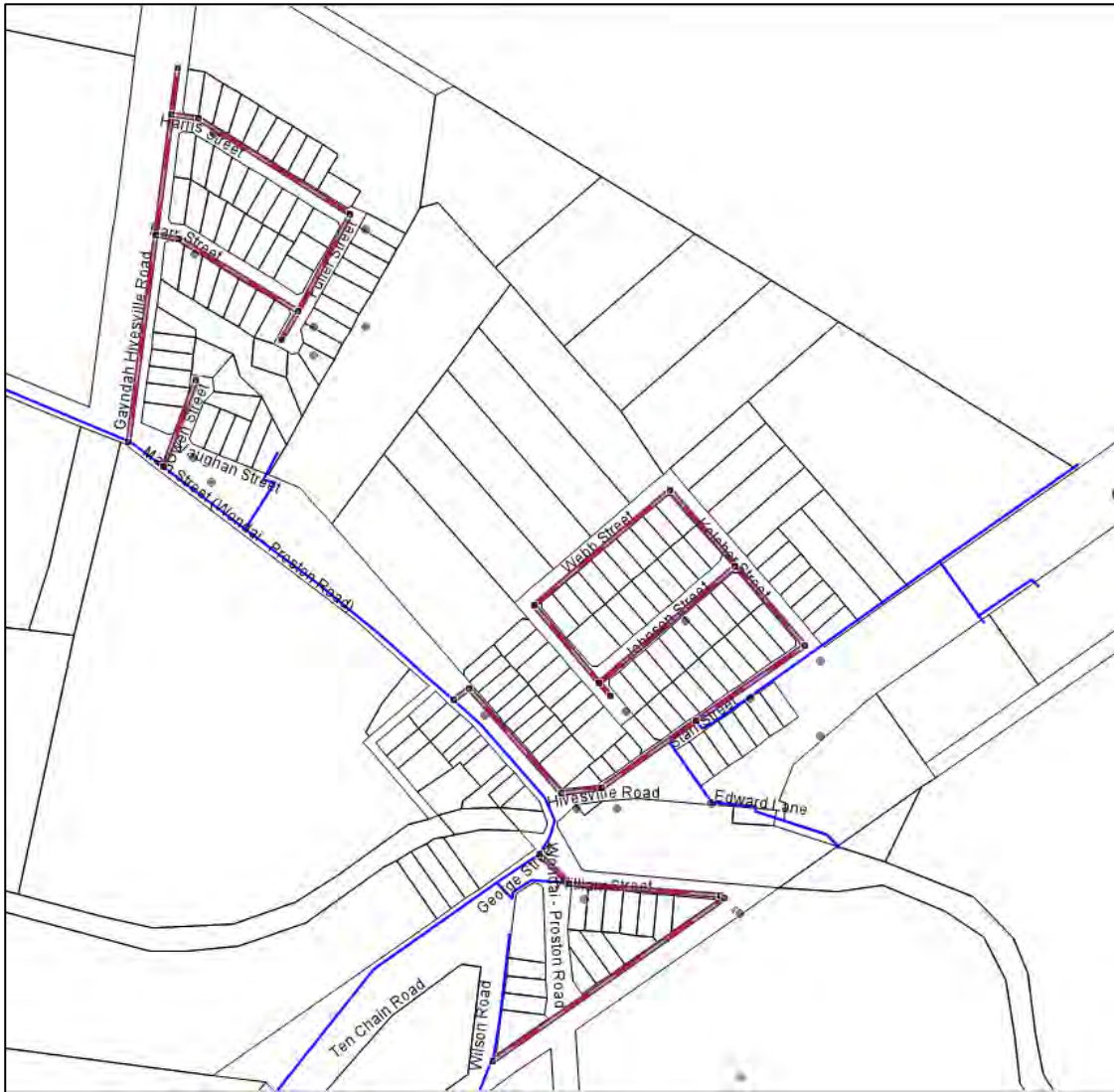


Table 9: Water Infrastructure Renewal Cost and Upgrades Costs for Infrastructure identified in Figure 15 to remove pressure deficiencies

Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Abbeywood/Range	\$1,851,136	\$809,552	\$2,660,688
Bluff	\$1,182,368	\$1,125,682	\$2,308,050
Hivesville*	\$666,056	\$1,387,412	\$2,053,468
Okeden	\$1,068,576	\$604,740	\$1,673,316
Speedwell	\$2,524,325	\$1,029,704	\$3,554,029
Total	\$7,292,461	\$4,957,090	\$12,249,551

Upgrade Costs required to incorporate Proston Rural DSA Expansion

Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Bluff	\$347,328	\$413,776	\$761,104

Upgrade Costs required to incorporate Hivesville Village Network Expansion

Zone Area	Renewal Component	Upgrade Component to remove deficiencies	Total
Proston Rural Network Component	\$666,056	\$863,725	\$1,529,781
Construction of Water Reticulation Network	-	\$523,687	\$523,687
Total	\$666,056	\$1,387,412	\$2,053,468

* - This includes costs for upgrades to the Stuart River Pump Station and Main Reservoir, cost associated upgrade costs to trunk infrastructure to Hivesville as well as constructing reticulation within the Village

ATTACHMENTS

1. **Modelling Analysis Summary** [↓](#) 



18 May 2021

TECHNICAL MEMO

PROSTON WATER SUPPLY – MODELLING ANALYSIS SUMMARY

Introduction

A review of the Proston water network model was undertaken including Proston Town and Proston Rural. The review included calibration of the model to actual flow and pressure readings at known locations. Following the review the model was updated and network modelling was undertaken to identify capital works project requirements.

Current and Future Demand Projections

Current Demands

Current demands in Proston Town and Proston Rural were determined based on water meter readings from 2014 to 2019. Demands were entered in the model as Equivalent Tenements (ET).

The Average Day unit demand was reviewed to include information from 2020. The 2021 data was not available; it is anticipated that the model will be updated when this data is available, however it should not result in a significant overall change.

Proston Rural demands were assessed to determine typical densities in relation to land parcel area. Based on existing demands, it is anticipated that a typical density of 4.18 ET/ha (for parcels smaller than 4 ha) and 0.086 ET/ha (for parcels larger than 4 ha).

Future Demands

Future demand projections were entered based on the typical densities outlined above.

A summary is included below

www.morriswater.com.au

1



Table 1: Equivalent Demand Projections

	Proston Town (inc. Rural Residential)	Proston Rural	Total
Existing	255 ET	1,105 ET	1,360 ET
Ultimate	372 ET	1,255 ET	1,627 ET
Ultimate (including Extra Demands) Refer Below.	372 ET	1,355 ET	1,727 ET
Ultimate (including Extra Demands and Hivesville)	372 ET	1,486 ET	1,858 ET

The above demand projections were used for modelling purposes. The 'Extra Demands' were as follows:

- Area to the south of Red Hill Reservoirs near Fairdale Rd: 69.6 ET
- Area to the north of Red Hill Reservoirs near Wondai Proston Rd: 31.5 ET

System Demands and Losses

System demands and losses were calculated for Proston Town and Proston Rural as per below.

Table 2: Proston Town Demands and Losses

Year	ET	Average Day System Demands (L/ET/day)	Water Consumption – Modelled (ML/year)	Water Consumption – Records (ML/year)	Average Losses (L/ET/day)	Losses – Modelled (ML/year)	Losses – Records (ML/year)
2015-16	244.3	451	40.22	40.20	111	9.90	9.89
2016-17	206.8	515	38.87	38.90	123	9.28	9.34
2017-18	212.7	491	38.12	38.07	116	9.01	9.05
2018-19	221.4	520	42.02	42.00	64	5.17	5.17
2019-20	255.1	502	46.73	46.69	81	7.54	7.57
Adopted*	255	502			81		

*Figure excludes WTP losses of 47L/ET/day refer to section System losses

The figures for 2019-20 were considered the most accurate and were adopted for modelling purposes.



Table 3: Proston Rural Demands and Losses

Year	ET	Average Day System Demands (L/ET/day)	Water Consumption – Modelled (ML/year)	Water Consumption – Records (ML/year)	Average Losses (L/ET/day)	Losses – Modelled (ML/year)	Losses – Records (ML/year)
2015-16	1,001.8	466	170.40	170.40	233	85.20	85.13
2016-17	1,067.1	570	222.01	222.00	79	30.77	30.58
2017-18	1,009.3	591	217.72	217.85	102	37.58	37.56
2018-19	1,019.2	638	237.34	237.30	71	26.41	26.41
2019-20	1,105.9	638	257.53	257.85	115	46.42	46.42
Adopted		581			120		

The average figures for the last 5 years were adopted for modelling purposes.

Model Updates

Diurnal Curves

Proston Rural was previously modelled using flat system curves as better data was not available. A typical diurnal curve for Proston Rural was developed based on SCADA flow records at the Kinleymore Pump Station as outlined below.

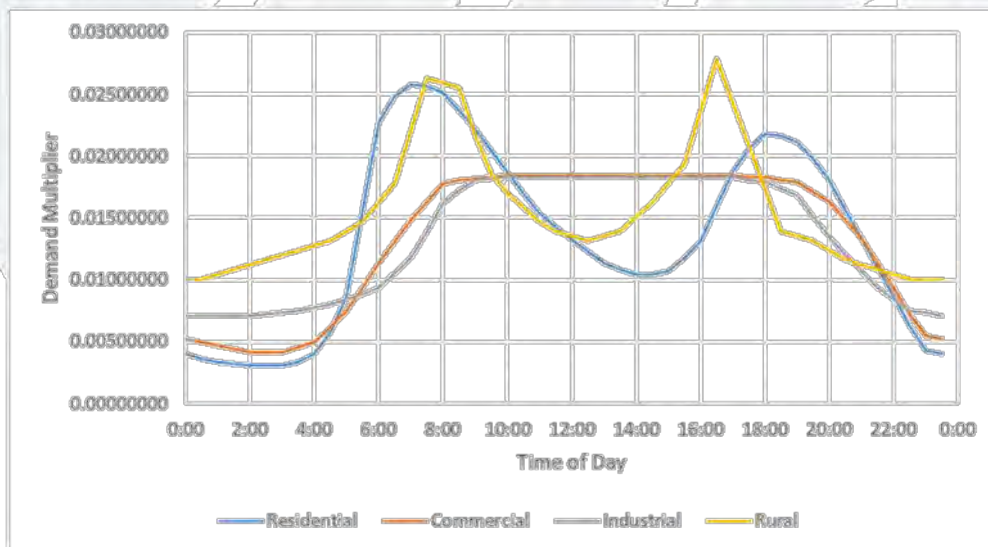


Figure 1: Typical Diurnal Curves used for Proston

www.morriswater.com.au



System Losses

Losses were applied directly at nodes based on pro rata length of pipe in accordance with the average losses in Table 2 and 3. An adjustment was made to account for Water Treatment Plant losses. The total losses (including WTP losses) is 7.57 ML/year (81 L/ET/day). Based on records the WTP losses are approximately 3.26 ML/year. The losses applied to the network in the model was therefore 4.31 ML/year or 47 L/ET/day.

Modelling Scenarios

Twelve modelling scenarios were created to assess the infrastructure requirements.

Table 4: Modelling Scenarios for Proston Town and Proston Rural

Demands	Infrastructure	Comments
Existing	Existing	Current situation
Existing	Upgraded (1)	To identify upgrades required to meet service standards (Cost Estimate Included)
Existing with Extra Demands	Upgraded (1)	Check impact of increased demands
Existing with Extra Demands	Upgraded (2)	To identify additional upgrades required to service extra demands (short term)
Ultimate	Existing	Do Nothing scenario
Ultimate	Upgraded (1)	For comparison
Ultimate	Upgraded (2)	For comparison
Ultimate	Upgraded (3)	Spare, not used
Ultimate with Extra Demands	Upgraded (3)	Check impact of increased demands
Ultimate with Extra Demands	Upgraded (4)	To identify additional upgrades required to service extra demands (Cost Estimate Included)
Ultimate with Extra Demands and Hivesville	Upgraded (4)	Check impact of increased demands from Hivesville
Ultimate with Extra Demands and Hivesville	Upgraded (5)	To identify additional upgrades required to service Hivesville (Cost Estimate Included)

Further analysis including cost estimates have been undertaken as indicated. Other scenarios were used for comparison or for information only.



Proposed Infrastructure Upgrades

Based on modelling significant amounts of infrastructure upgrades would be required to service Proston Town and Proston Rural in accordance with Council's desired standards of service. The indicative upgrades are shown graphically in Figure 2.

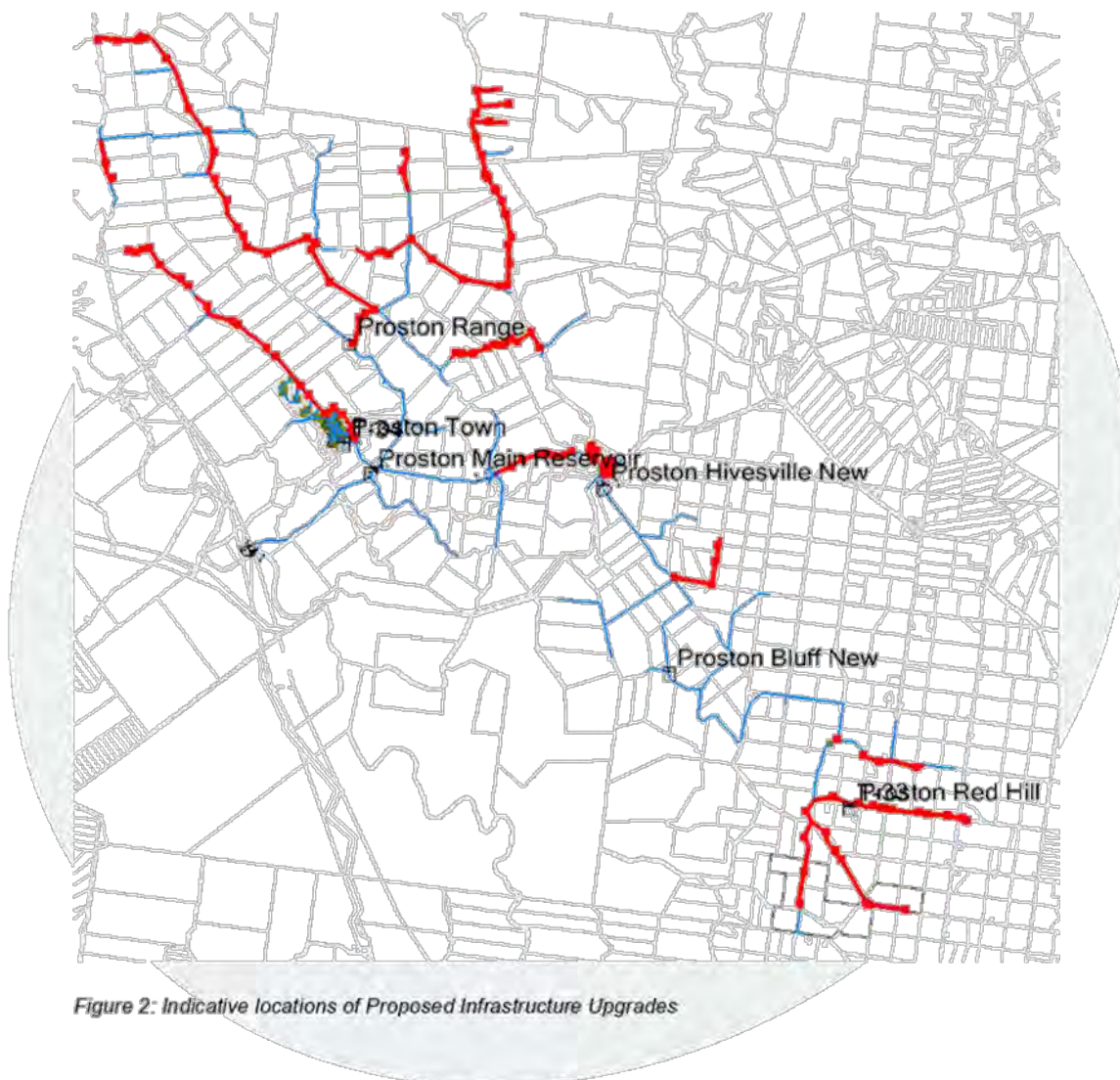


Figure 2: Indicative locations of Proposed Infrastructure Upgrades



Indicative Cost Estimates

Unit Rates

Typical unit rates were used to estimate the capital cost of the required infrastructure as outlined in Table 5.

Table 5: Typical Unit Rates for Construction (including Planning and Design)

Nominal Diameter	Internal Diameter, mm	Unit Rate, \$/m
DN32	26	48
DN40	32.3	64
DN50	40.5	80
DN63	51	96
DN75	61	104
DN90	73.1	112
DN110	89.4	136
DN125	101.5	182
DN180	146.3	189
DN250	203.4	240

Summary of Cost Estimates

Three scenarios are summarised in Table 6 below.

Table 6. Summary of Cost Estimates

	Renewals Only	Additional Cost to Upgrade to Required Infrastructure	Total Cost Estimate
Existing	\$ 5,935,701	\$ 2,929,486	\$ 8,865,187
Ultimate with 'Extra Demands'	\$ 6,476,405	\$ 3,519,678	\$ 9,996,083
Ultimate with 'Extra Demands' and Hivesville	\$ 7,292,461	\$ 4,957,090	\$ 12,249,551

It is noted that the above table does not account for all renewals. It only considered those assets which are proposed to be upgraded.



Summary

Water network modelling was undertaken to assess various future scenarios at Proston. The model was calibrated to known data points and this calibration included system demands, losses, and assessment of flow and pressures at a known location (Kinleymore Pump Station).

Several model scenarios were created to assess possible future growth scenarios, including minimal growth and extensive future growth including significant levels of development at Hivesville.

Based on modelling the estimated cost to deliver required capital works ranges between approximately \$ 8.8 million and \$ 12.2 million depending on future growth and development. The cost of renewals of the same infrastructure was estimated to be between \$ 5.9 million and \$ 7.3 million. The cost difference to upgrade as opposed to renewal was estimated to be between \$ 3 million and \$ 5 million.



7.6 DECLARED WATER SUPPLY AND SEWERAGE SERVICE AREA REVIEW 2021**File Number: 02-06-2021****Author: Personal Assistant Infrastructure****Authoriser: Chief Executive Officer****PRECIS**

Declared Water Supply and Sewerage Service Area Review 2021

SUMMARY

South Burnett Regional Council has Declared Water Supply and Sewerage Service Areas that were resolved by Council on 29 April 2020 as required under Division 2 Service Areas, Section 161 Declaration of service area – Water Supply (Safety and Reliability) Act 2008.

Under Section 163 -Map of service area (2)(b) of the Act, Council is required to review and update the map annually. This report provides the review and map update for the Declared Water Supply and Sewer Service Areas for the South Burnett region.

OFFICER'S RECOMMENDATION

That the committee recommends to Council:

That Council adopt the amended declared water and sewerage service boundary extents for the provision of water supply and sewerage service within the declared service areas.

FINANCIAL AND RESOURCE IMPLICATIONS

The Declared Water Supply and Sewage Service Area extents are generally larger than Council's Priority Infrastructure Area (PIA). The Council adopted PIA is the area of the region that will enable sustainable development and encourage urban growth in areas where adequate infrastructure currently exists or can be provided efficiently. Historical subdivisions and proposed development with approval have been indicated on the maps to highlight where future network expansions may be required, and generally included with both the PIA and Declared Water and/or Sewerage Service Areas.

The historical subdivisions have provided subdivided allotments within the areas but did not provide the water supply and sewerage infrastructure necessary to service them. Where these occur within Council's Declared Service Areas, Council has an obligation to provide direct and individual connections to these allotments as required by Section 164 - Access to service in service area of the Water Supply Safety and Reliability Act 2008. This will have cost implications for Council in future, namely for extending infrastructure, should owners of these properties sell or wish to further develop these allotments.

LINK TO CORPORATE/OPERATIONAL PLAN

2. PROVIDING KEY INFRASTRUCTURE FOR OUR TOWNS AND VILLAGES – Develop, renew and maintain community infrastructure through sound asset management principles.
3. GROWING OUR REGION'S ECONOMY AND PROSPERITY – Boost our economy through investment and innovation that promotes population growth and community wellbeing

COMMUNICATION/CONSULTATION (INTERNAL/EXTERNAL)

N/A

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Council is required to review and update Declared Service Area boundary extend maps annually as stipulated under Section 163 -Map of service area (2)(b) of the Water Supply (Safety and Reliability) Act 2008.

POLICY/LOCAL LAW DELEGATION IMPLICATIONS

N/A

ASSET MANAGEMENT IMPLICATIONS

Consideration within future Capital works budgets is required to allow for extension of water supply and sewerage infrastructure when required.

REPORT

Declared Water Supply and Sewer Service areas are annually developed based on planning, engineering and financial considerations to ensure each water supply and sewerage scheme can provide adequate levels of service to all customer and ensure infrastructure meets the levels of service expected without the need for significant infrastructure upgrades outside of planned growth demands contributed from land development within the adopted DSA boundary. Recent extensive studies completed within Council's Managing the Infrastructure Pipeline Project have informed these considerations.

DSA boundary extents were developed considering the following key components:

1. Consideration of Council's Local Government Infrastructure Plan and Priority Infrastructure Area.

Declared service areas incorporate the Priority Infrastructure Area defined through the Council's Local Government Infrastructure Plan as required by the Planning Act 2016. All allotments inside the PIA are to be included within the declared service area boundaries.

2. Current Water and Sewerage network infrastructure location and capacity to cater for current and future connections.

Council's water network extends well beyond the PIA boundaries as described in item one (1) above, predominantly for the rural residential areas and rural areas in the case of the Proston Rural Scheme. Some areas for the Sewerage DSA boundaries are extended beyond the PIA boundaries, and these have been included where Council owned sewerage infrastructure has been designed and installed to service specific allotments with consideration to the overall sewerage network.

DSA boundaries have been developed with consideration of the designed and installed infrastructure and their capacity to provide adequate levels of service to all connected properties. Lots inside approved development boundaries, for which infrastructure has been designed and installed for developed lots and donated to Council, were included. Lots outside of these development boundaries, even if across the road from the infrastructure, have been excluded as the infrastructure was not designed to cater for external connections.

Unconnected properties located adjacent to or in close proximity (in this case within 30m) of water infrastructure were then considered for inclusion with reference to the following basic design principal:

- In urban/commercial/industrial areas, connection to infrastructure that has been designed and installed to cater for both demand and firefighting principals, and where capacity in the network infrastructure allows.
- In rural residential and Proston rural areas, connection to infrastructure that has been designed and installed to cater for demands only, and where capacity in the network infrastructure allows.

In modelling network capacities, infrastructure ageing needs to also be considered as reductions in flow and pressure will be introduced as infrastructure ages, resulting in increasing

deficiencies. To account for this network modelling utilises average age friction coefficients, and then adjusted based on monitored pressure and flow results taken during hydrant tests or from loggers installed to monitor flow and pressure in over time.

In both urban and rural residential schemes, if a vacant lot fell between lots that were already connected as indicated by the highlighted block in the figure one (1) below or were within 30m from the end of a main where adjacent properties were already connected, these lots were considered for inclusion. If the infrastructure after modelling showed deficiencies in the levels of service under ultimate conditions (that is all unconnected blocks within the DSA were connected), the blocks near the end of the infrastructure were excluded from the zone. If the infrastructure installed in these areas was provided as a single service line or polyline <40mm in diameter currently serving more than two (2) connections, any unconnected lots adjacent to or <30m from this infrastructure were excluded from the zone as the infrastructure would not adequately support additional connections without impacting levels of service. Unconnected lots adjacent to privately owned infrastructure have been excluded from the DSA.

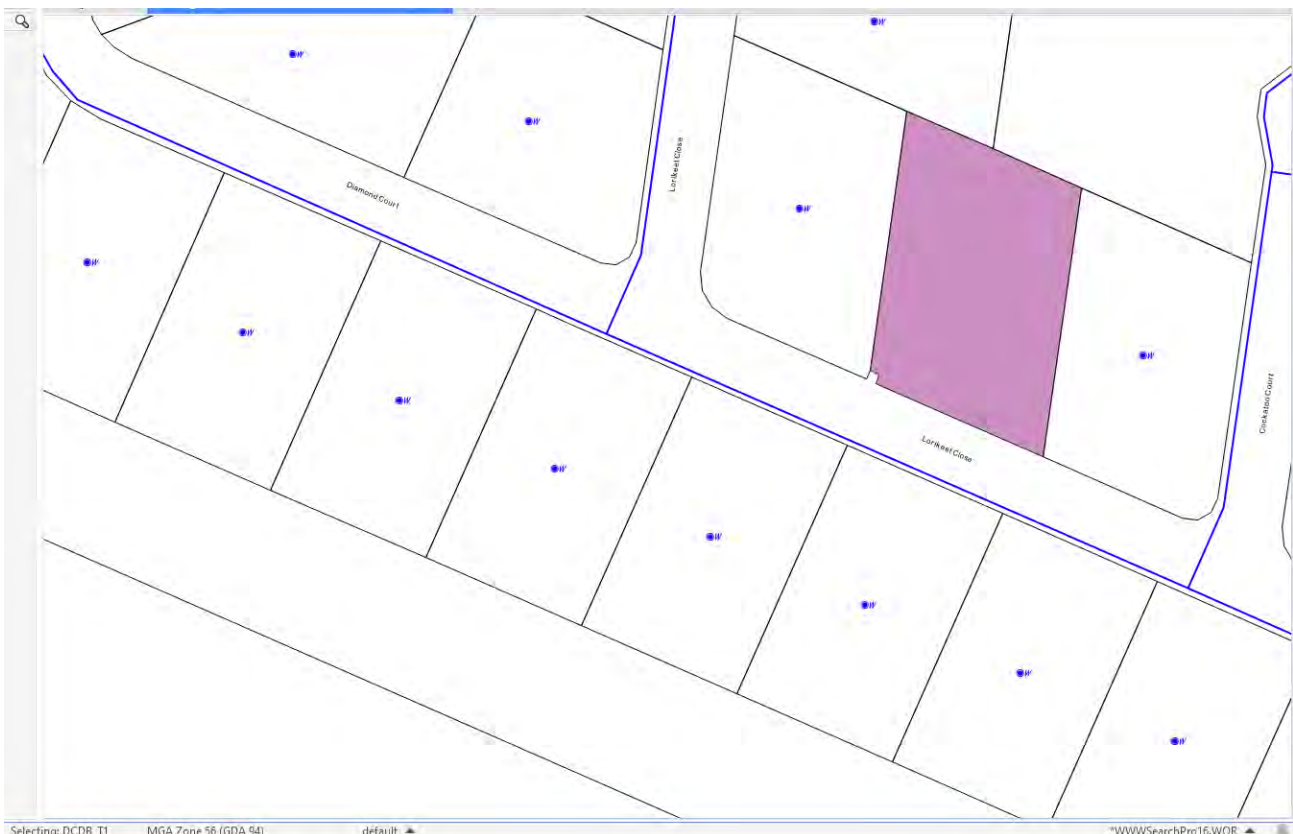


Figure one (1)

Trunk Infrastructure capacity is also assessed under ultimate conditions to ensure that adequate capacity and levels of service for any lot to be included within the DSA are adequately met.

3. Water and Sewerage trunk infrastructure operation and maintenance requirements.

Historically, Council has approved connections to trunk infrastructure, bulk water supply rising mains, outside of the indicated DSA boundary. These rising mains service one purpose, the transfer of treated water from the treatment plants or from main pump stations to the initial trunk reservoir for the scheme. Regardless of size, connections to this infrastructure can have impacts on their operations, as well as limitations to desired levels of service and should be avoided.

The main reasons for this are:

- Operation of trunk infrastructure can result in variations of flow and pressure which can impact customer connections,

- Water quality can also alter, including chlorine demands which may not be at consistent level. Connections commonly have long service lines to their final use, resulting in poorer quality water than would be expected in a normal urban or rural residential environment.
 - Assurance of supply cannot always be guaranteed, and infrastructure failures can result in long interruptions to supply, sometimes up to 48 hours.
 - During infrastructure failures or malfunctions, poor treated water may have to temporarily be pumped up the line and scoured prior to normal operations. This requires all service connections to be turned off until water quality is suitable. This can also delay the return to normal operations as it can take 1-2 hours in some circumstances to turn off services and then reinstate them following repairs.
 - Water quality and public health implications
4. Additional connections to the end of existing infrastructure can result in increased water age and subsequently poor water quality being delivered to customers. Although as a service provider, disinfection to acceptable levels is targeted to be achieved at the end of line customer connections. If post meter the service line internally extends for more than 30m to the point of use, this can result in increased water age and poor water quality due to low turnover. In addition, in rural residential areas, pressure levels of service will also be affected.
 5. Historically approved connections considering private infrastructure and meter locations and their impact on other customers.

Connections outside of the DSA have been approved by Council's on a number of occasions since the water and sewer schemes have been installed. Approval has typically been granted solely on the basis of current network capacity, with little assessment of impacts under ultimate case conditions, that is all allotments within the DSA being connected to the network as required by legislation. Every service that is connected results in a reduction in pressure and flow to the overall network. Systems are designed to cater for a designated number of allotments. Every additional allotment connected outside of the boundary to cater allotments provided for in the ultimate case scenario reduces the capacity of the designed network by one connection. This can be compounded in rural settings, as additional connections approved outside a DSA can have significant demand increase if livestock are catered for, compared to a typical residential dwelling which historic connections have been provided for.

Additionally, several areas with historical connections also have private infrastructure installed, that can travel many kilometres past the point of connection to Council's infrastructure. Council shouldn't provide additional connections to these private service lines to avoid disputes over ownership and maintenance.

6. Triggers for infrastructure extensions or upgrades necessary to provide connections.

Under current infrastructure and capital works plans, upgrades to infrastructure have been programmed to be undertaken prior to major deficiencies in levels of service occurring. This can be determined by development, asset age and conditions, and current infrastructure capacity. Expanding the DSA to included additional lots may not only trigger an additional increase in capacity but may also require the upgrade to be brought forward and undertaken sooner than previously required.

The recommended declared water supply and sewerage boundary extent maps are provided in the attachments for each water supply and sewerage scheme. These include:

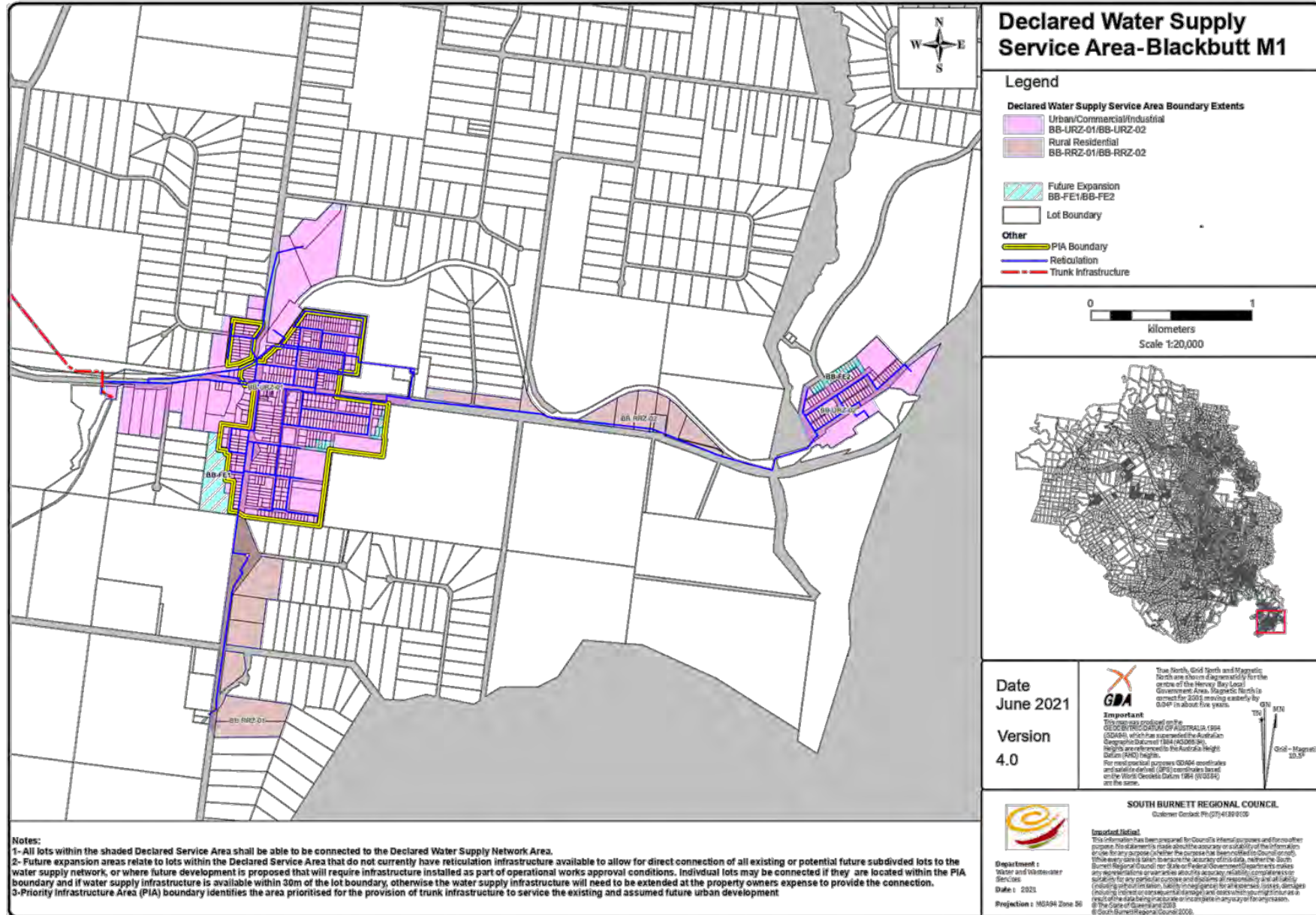
Declared Water Supply Service Area Extents	
Water Supply Scheme	Map
Blackbutt	Declared Water Supply Service Area -Blackbutt M1
Boondooma	Declared Water Supply Service Area -Boondooma M1
Kingaroy	Declared Water Supply Service Area -Kingaroy M1 (North) Declared Water Supply Service Area - Kingaroy M2 (South)

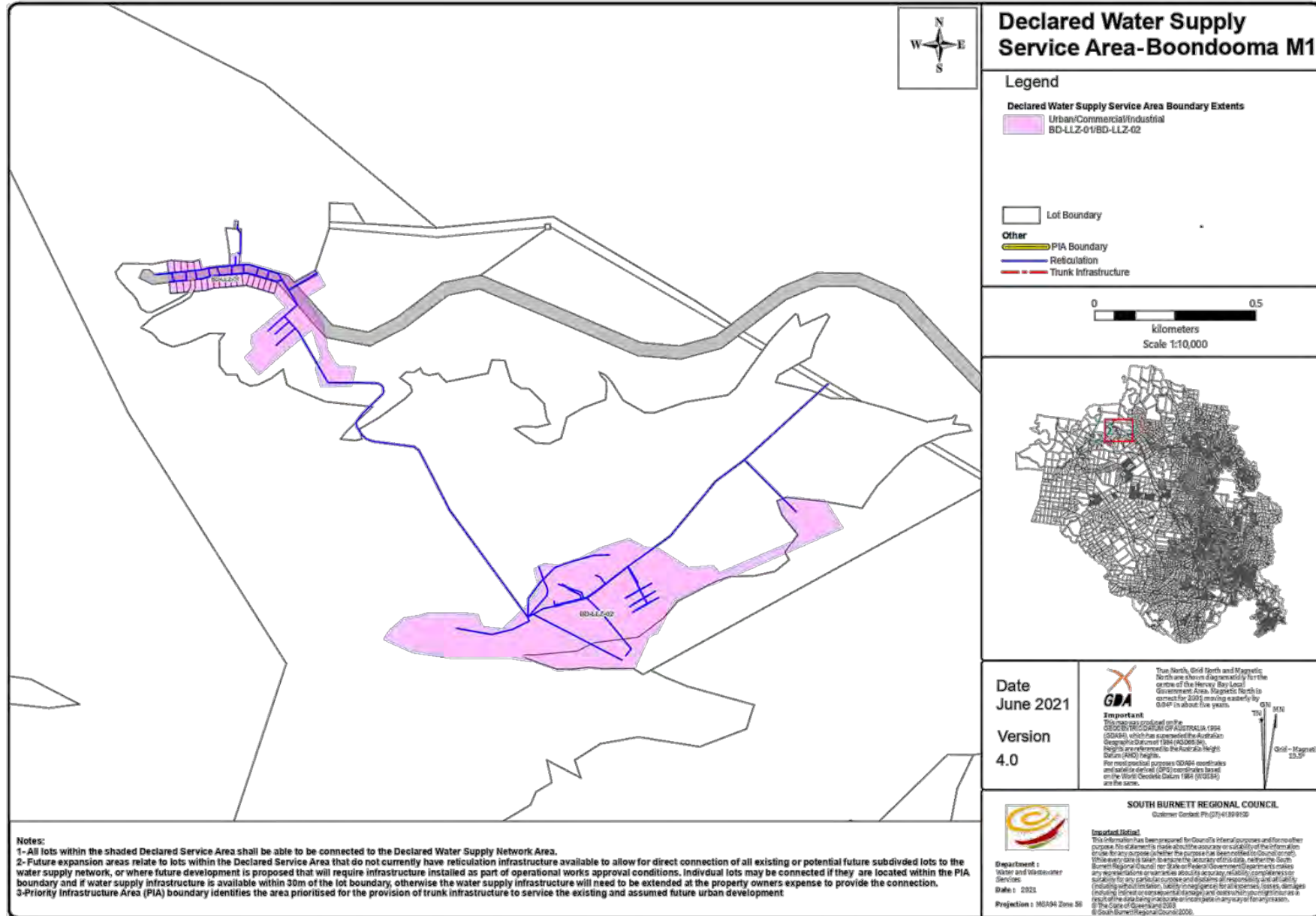
Kumbia	Declared Water Supply Service Area -Kumbia M1
Murgon	Declared Water Supply Service Area -Murgon M1
Nanango	Declared Water Supply Service Area -Nanango M1
Proston (Urban)	Declared Water Supply Service Area -Proston Urban M1
Proston Rural	Declared Water Supply Service Area -Proston Rural M1 (Oakden/Speedwell/Abbywood/Range) Declared Water Supply Service Area -Proston Rural M2 (Hivesville/Bluff)
Wondai	Declared Water Supply Service Area -Wondai M1
Wooroolin	Declared Water Supply Service Area -Wooroolin M1
Yallakool	Declared Water Supply Service Area -Yallakool M1

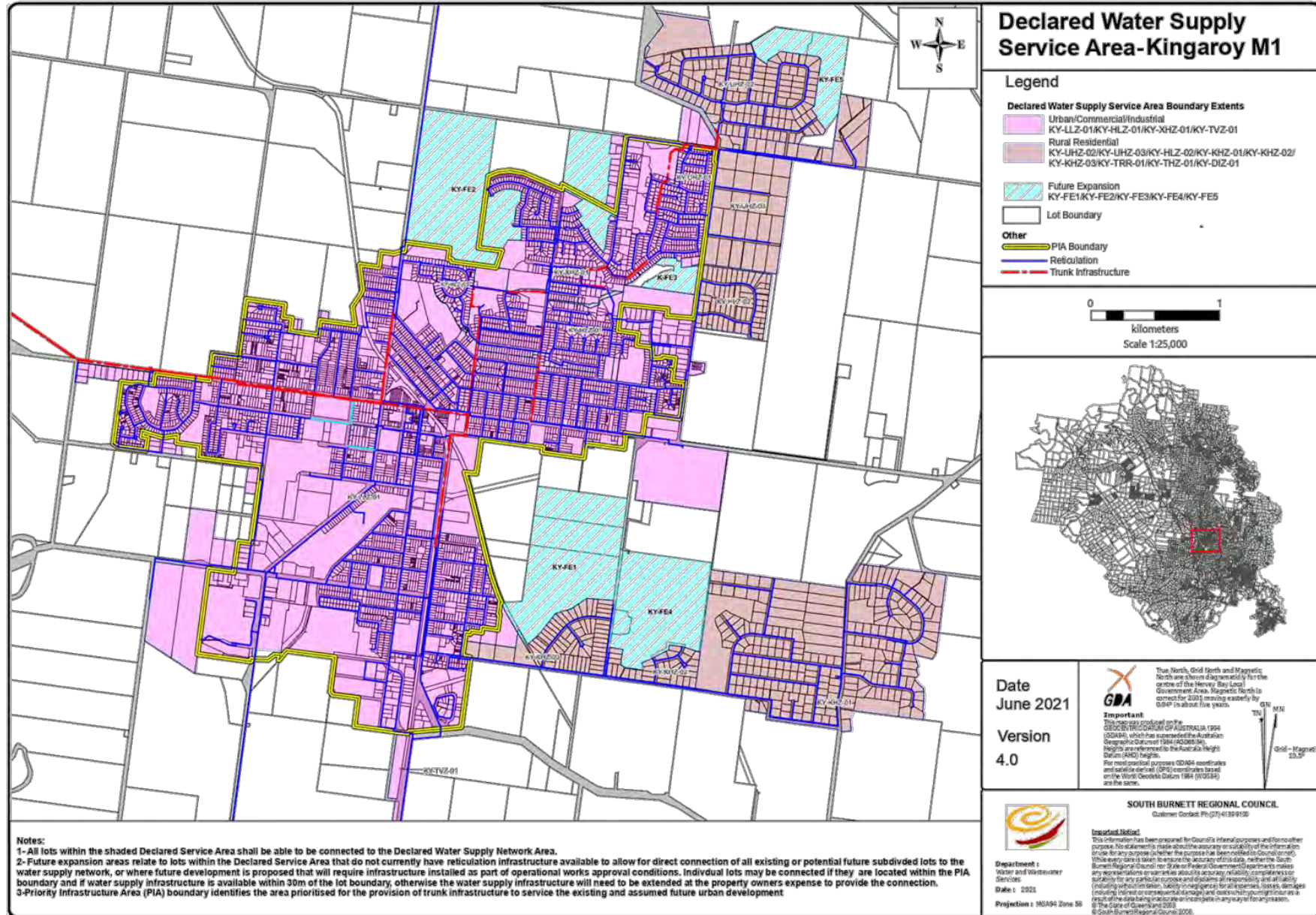
Declared Sewerage Service Area Extents	
Sewerage Scheme	Map
Blackbutt	Declared Sewerage Service Area -Blackbutt M1
Boodooma	Declared Sewerage Service Area -Boodooma M1
Kingaroy	Declared Sewerage Service Area -Kingaroy M1
Murgon	Declared Sewerage Service Area -Murgon M1
Nanango	Declared Sewerage Service Area -Nanango M1
Proston (Urban)	Declared Sewerage Service Area -Proston Urban M1
Wondai	Declared Sewerage Service Area -Wondai M1
Yallakool	Declared Sewerage Service Area -Yallakool M1

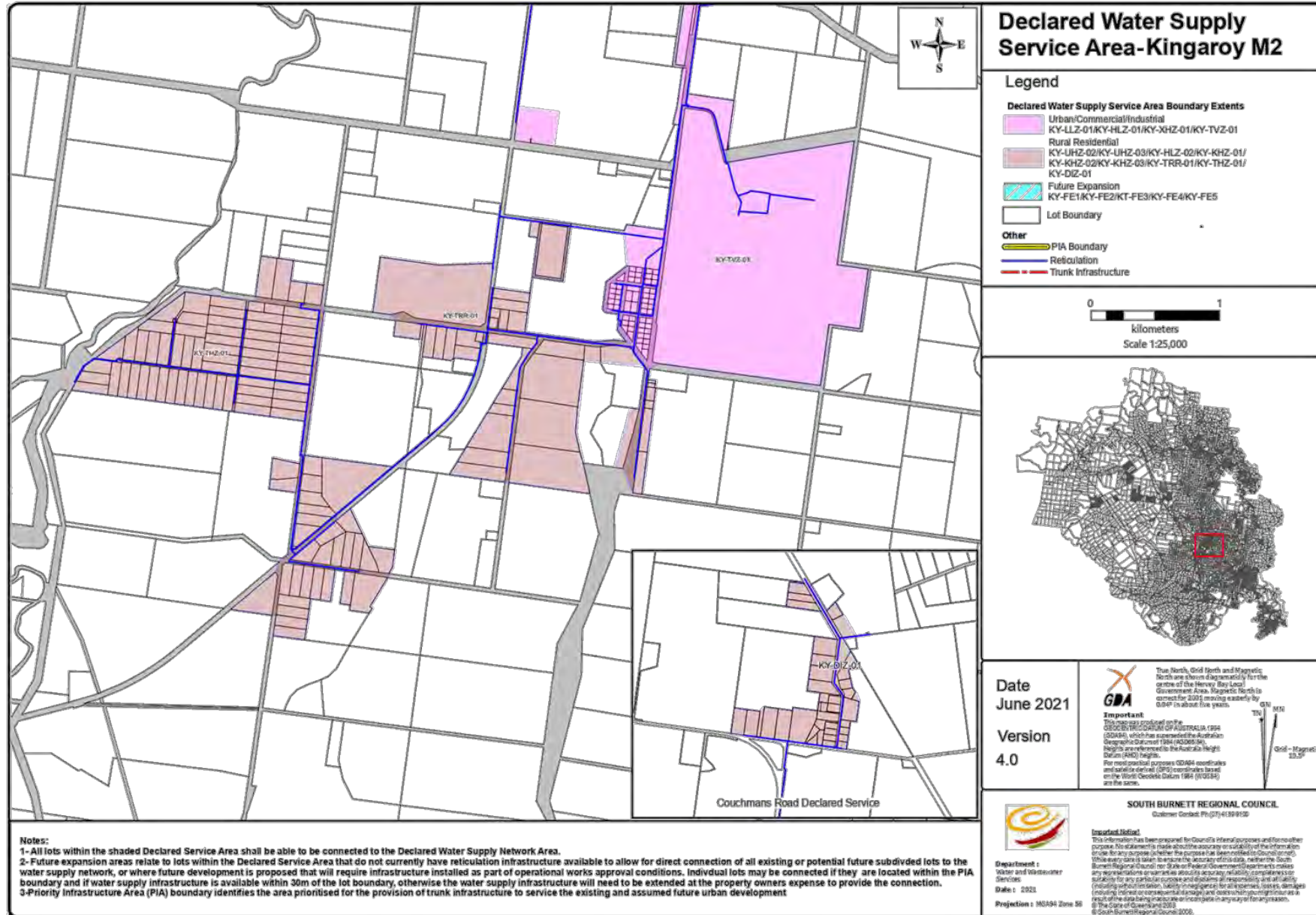
ATTACHMENTS

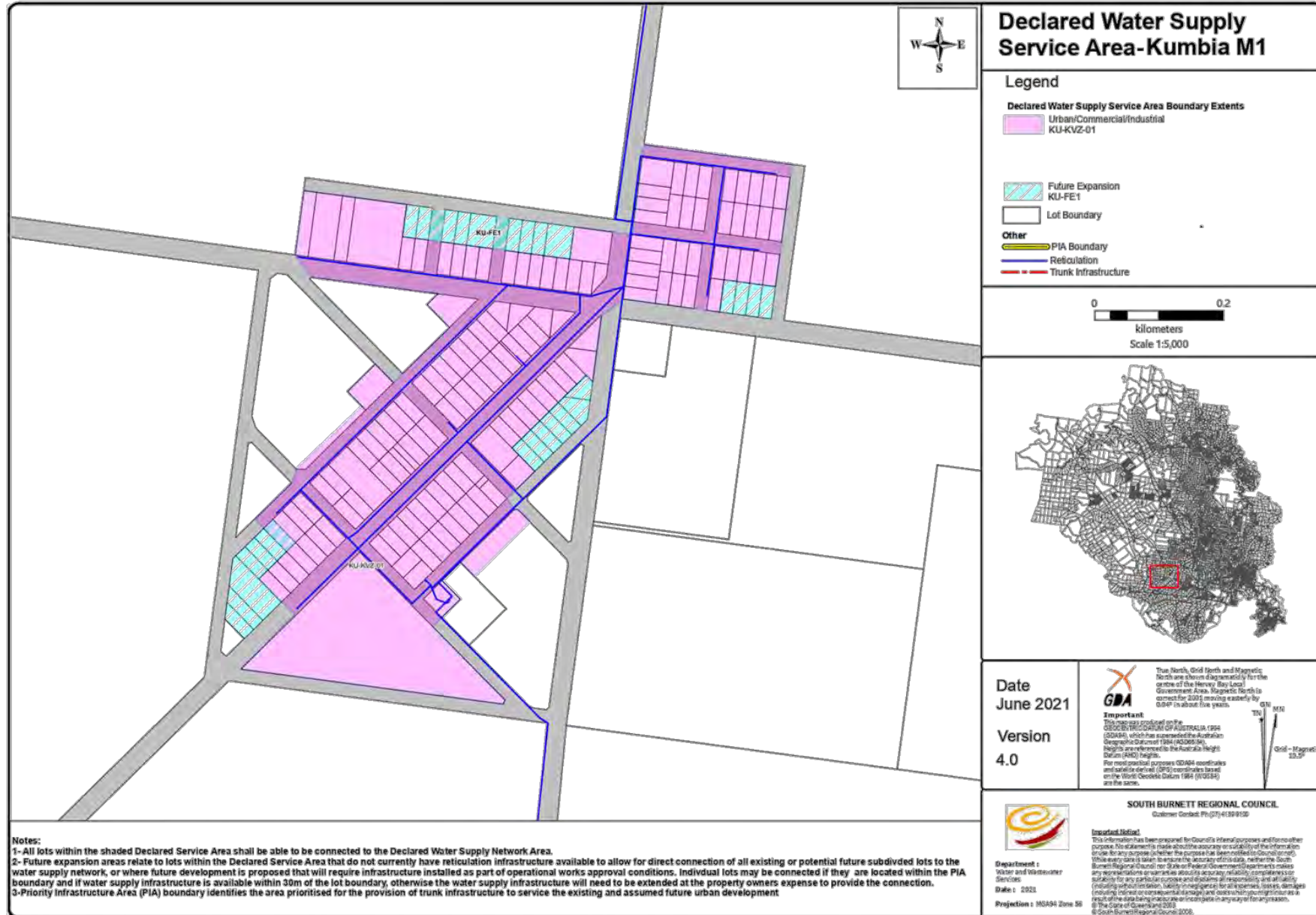
1. **Water Supply Service Area Maps 2021 Review** [↓](#) 
2. **Sewerage Service Area Maps 2021 Review** [↓](#) 

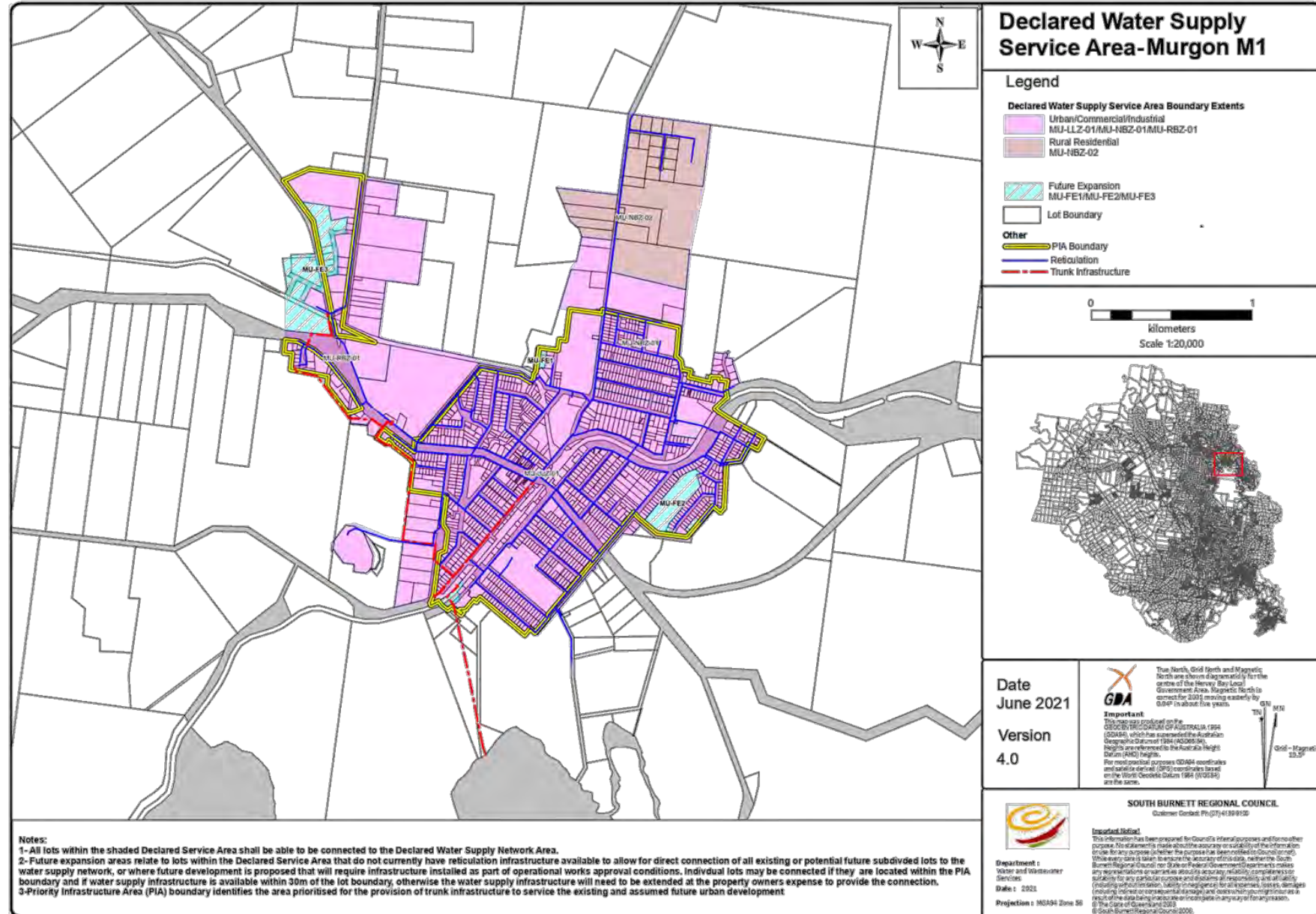


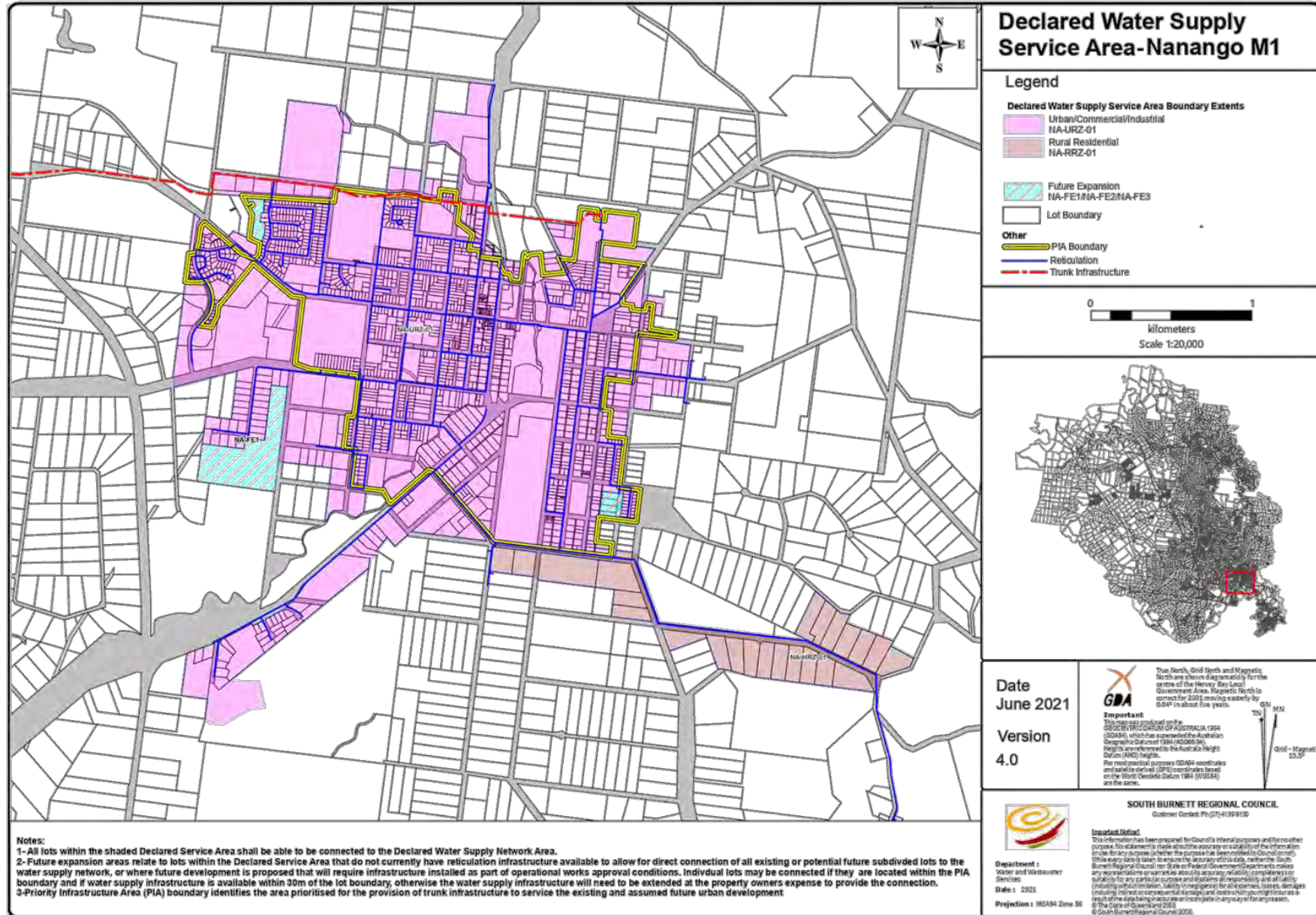


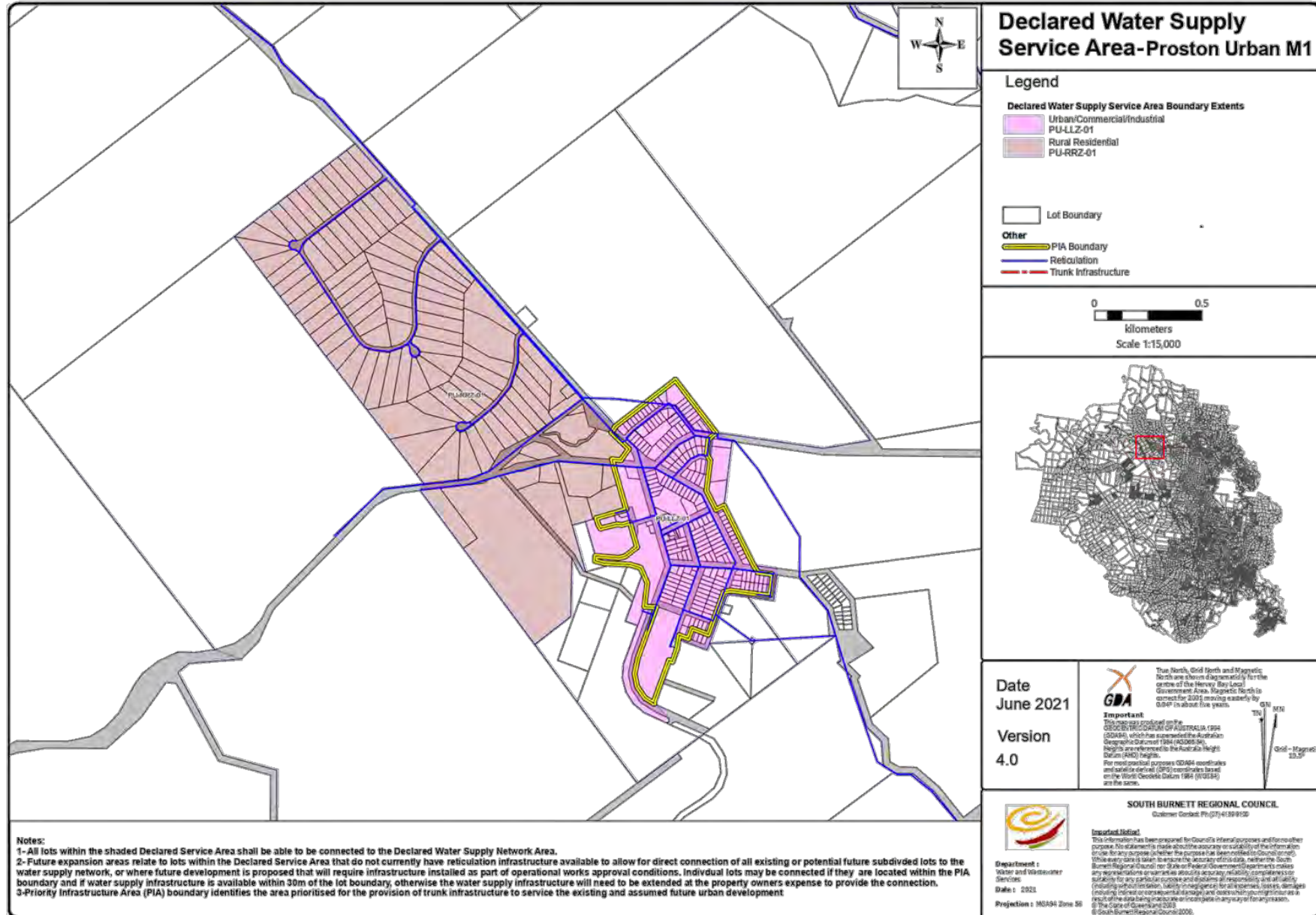


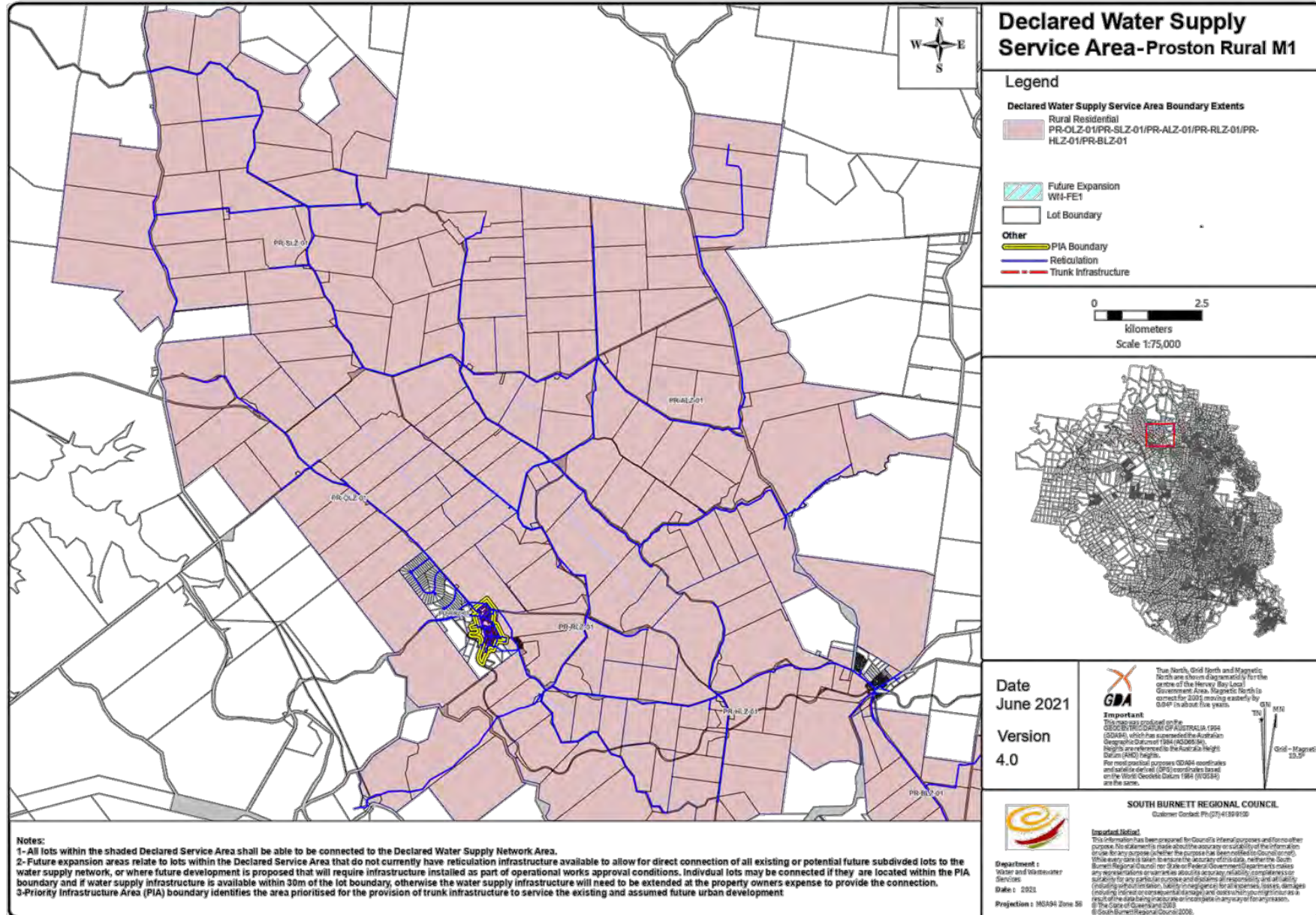


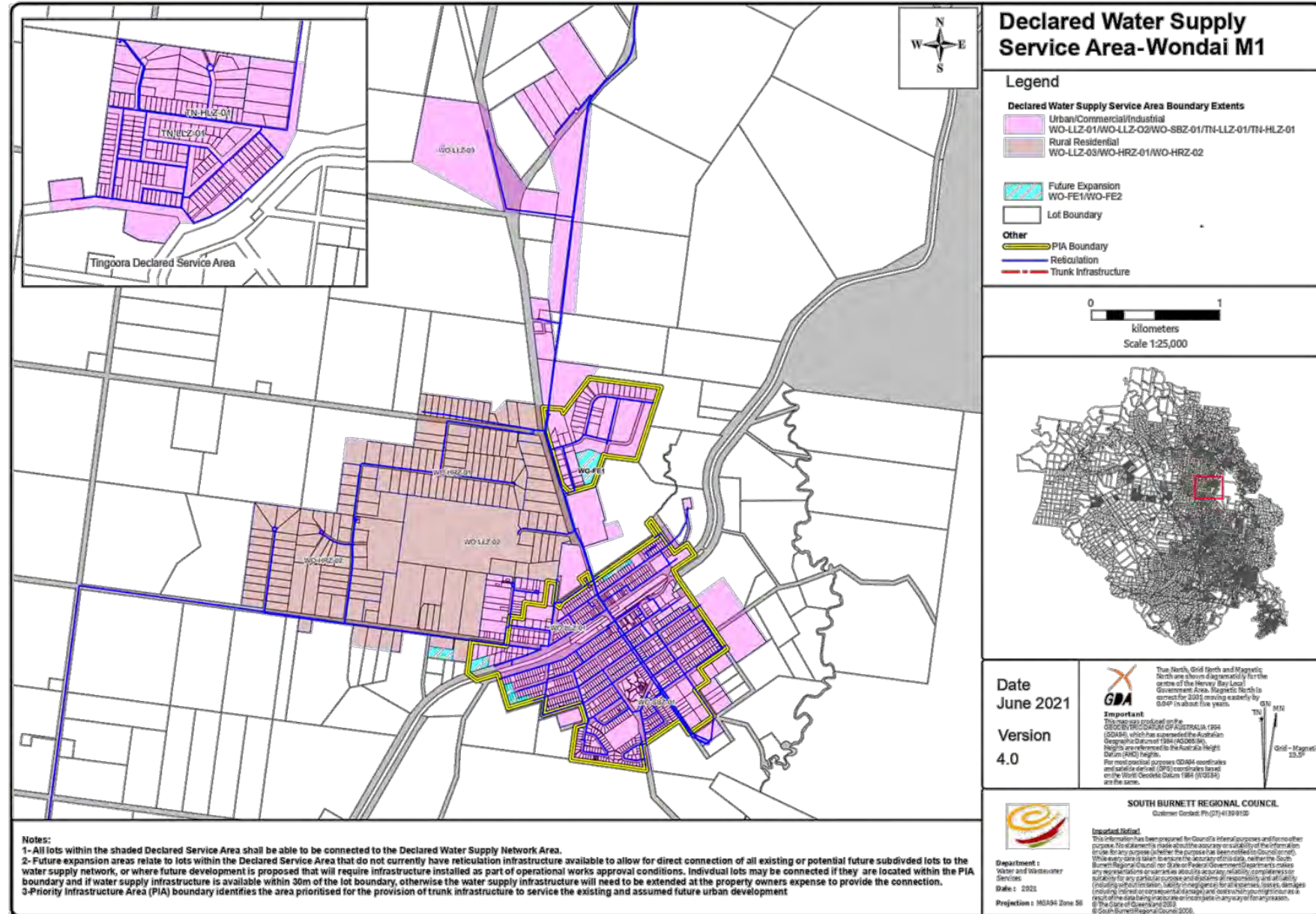


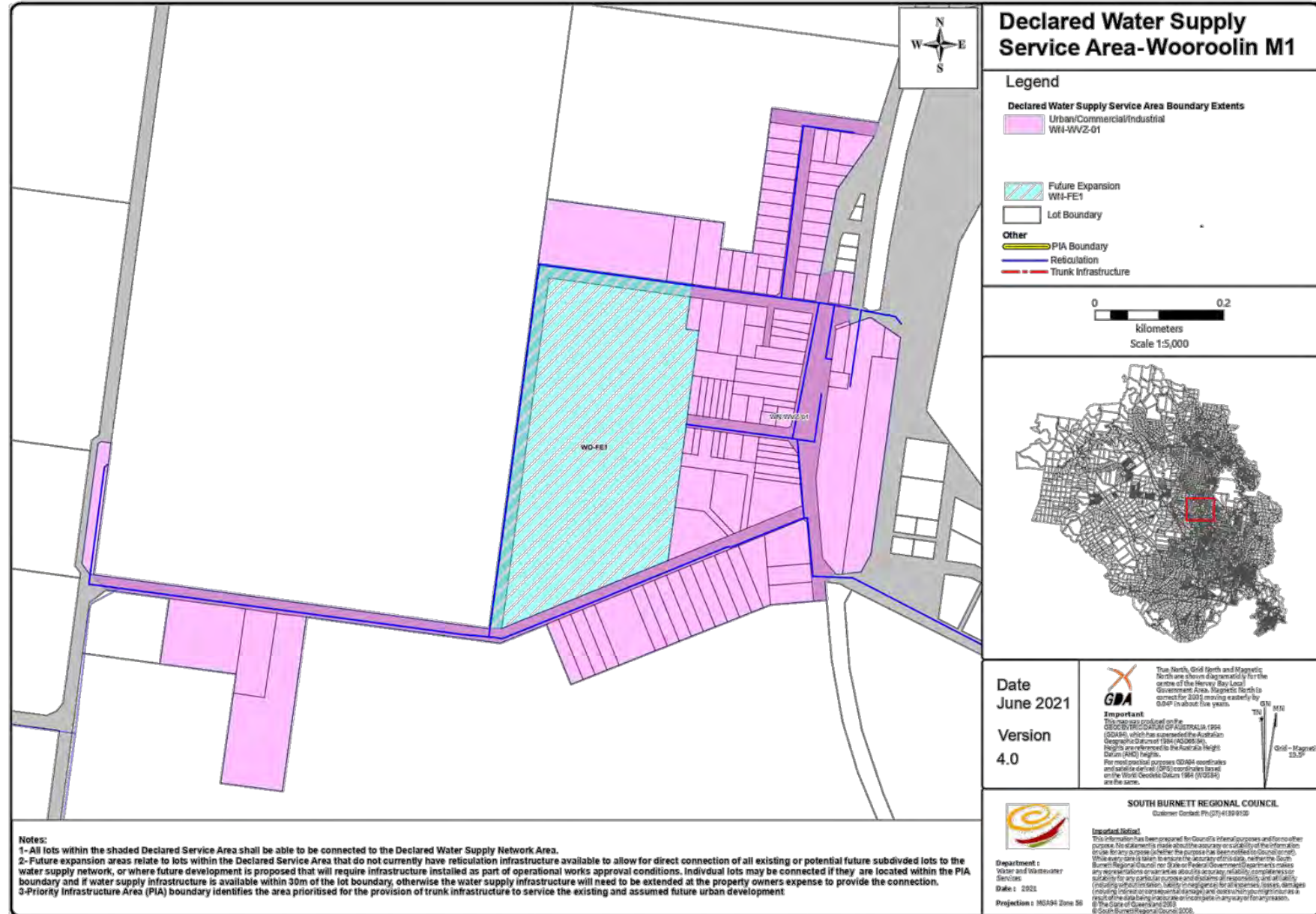


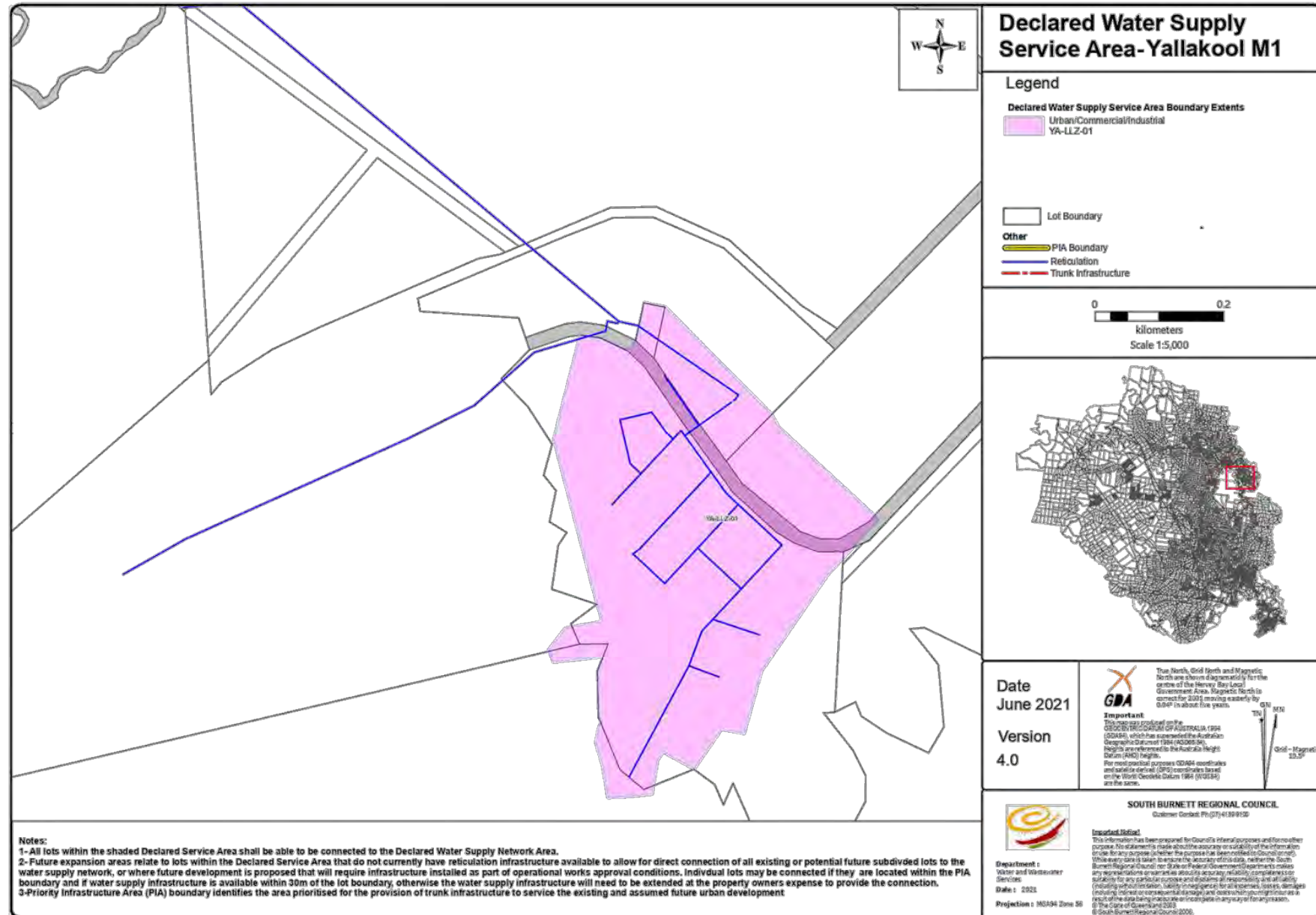


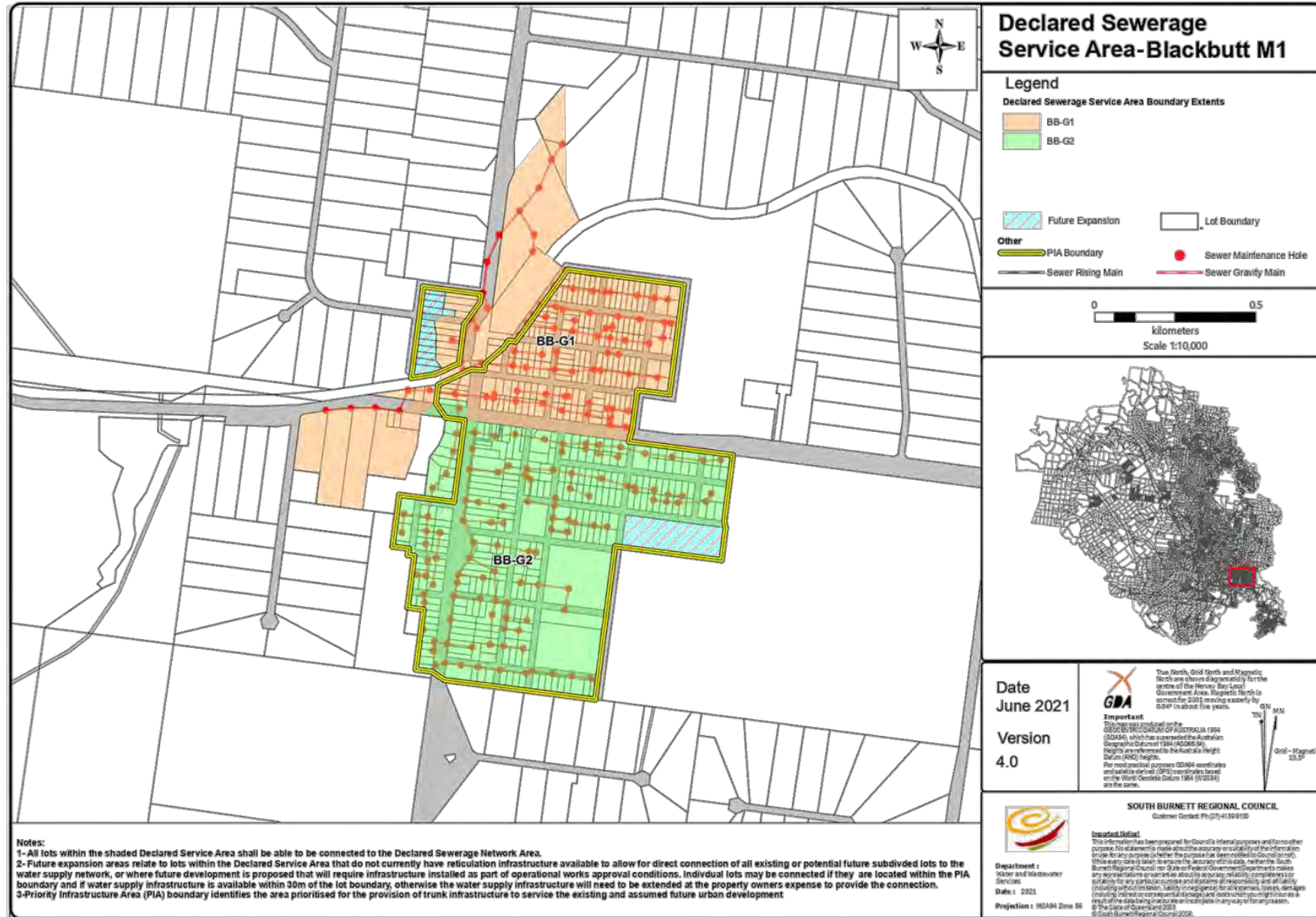


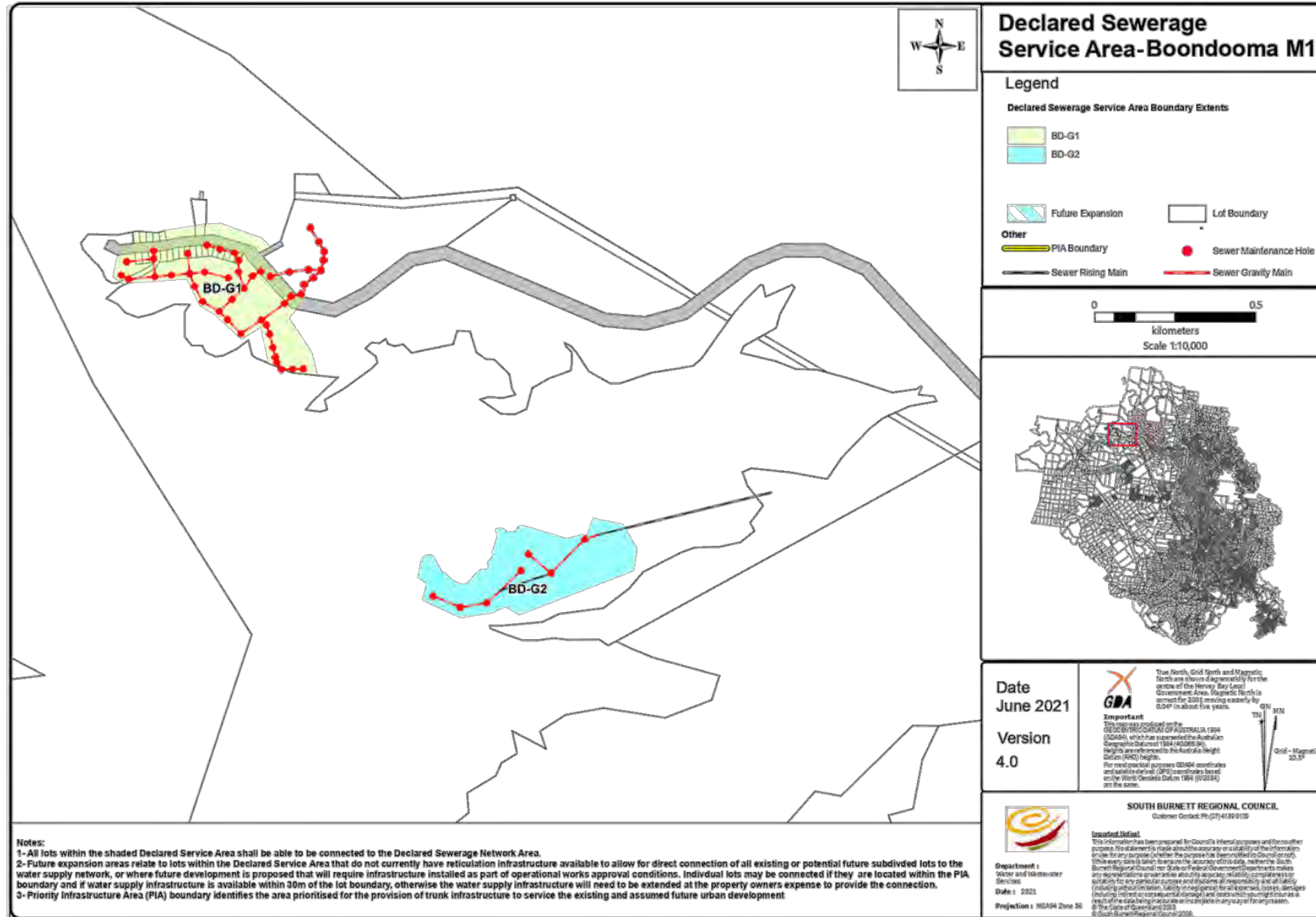


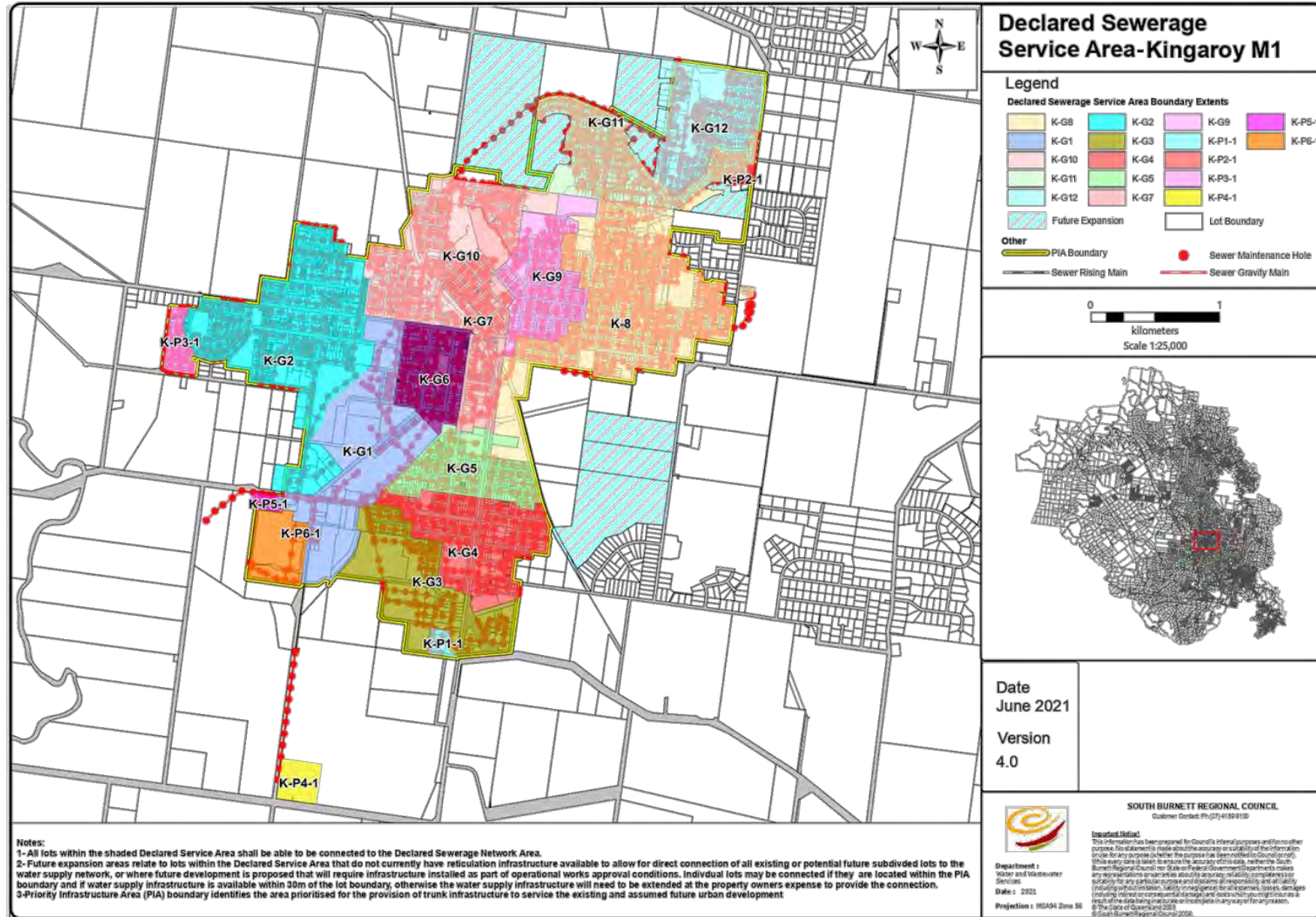


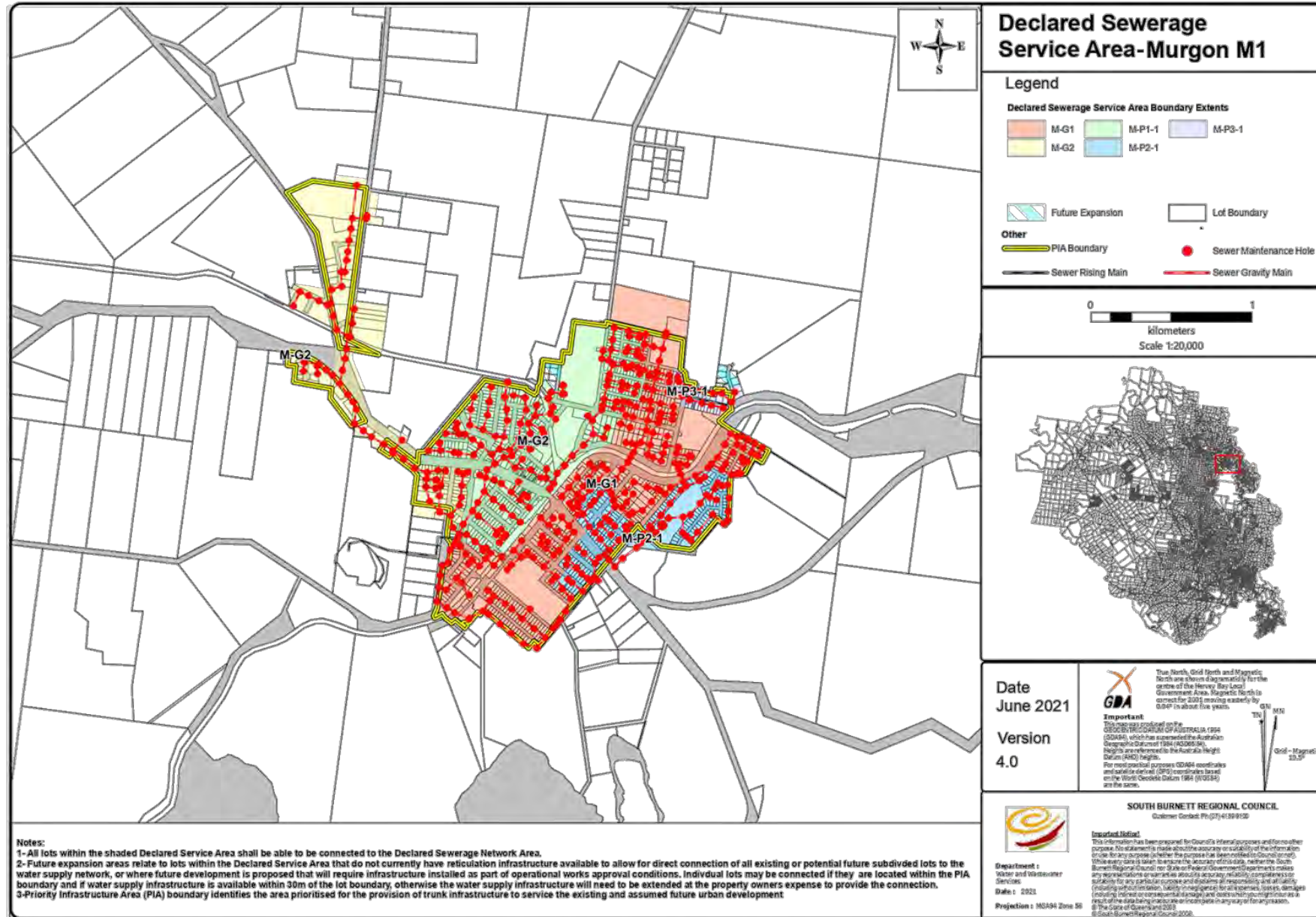


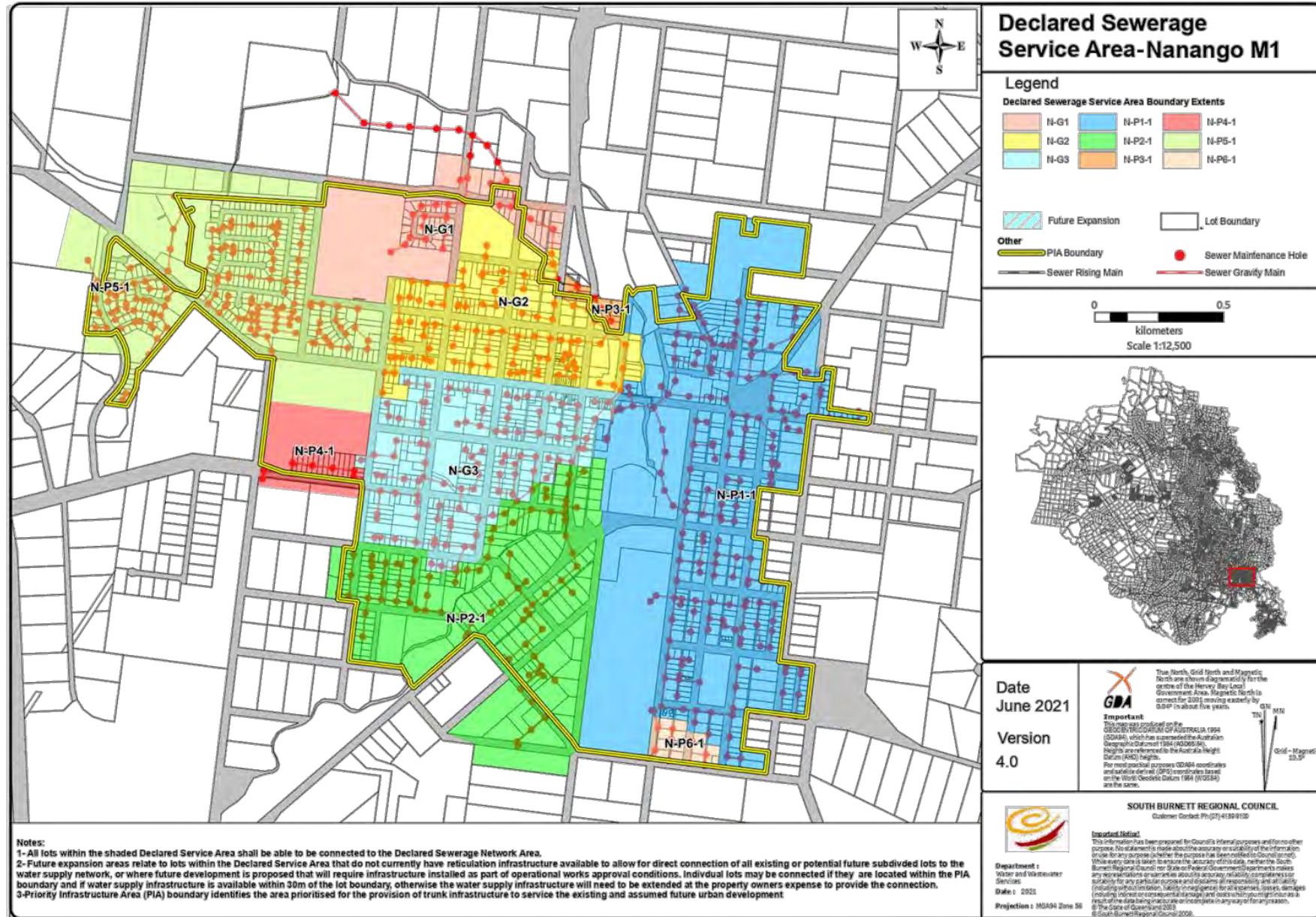


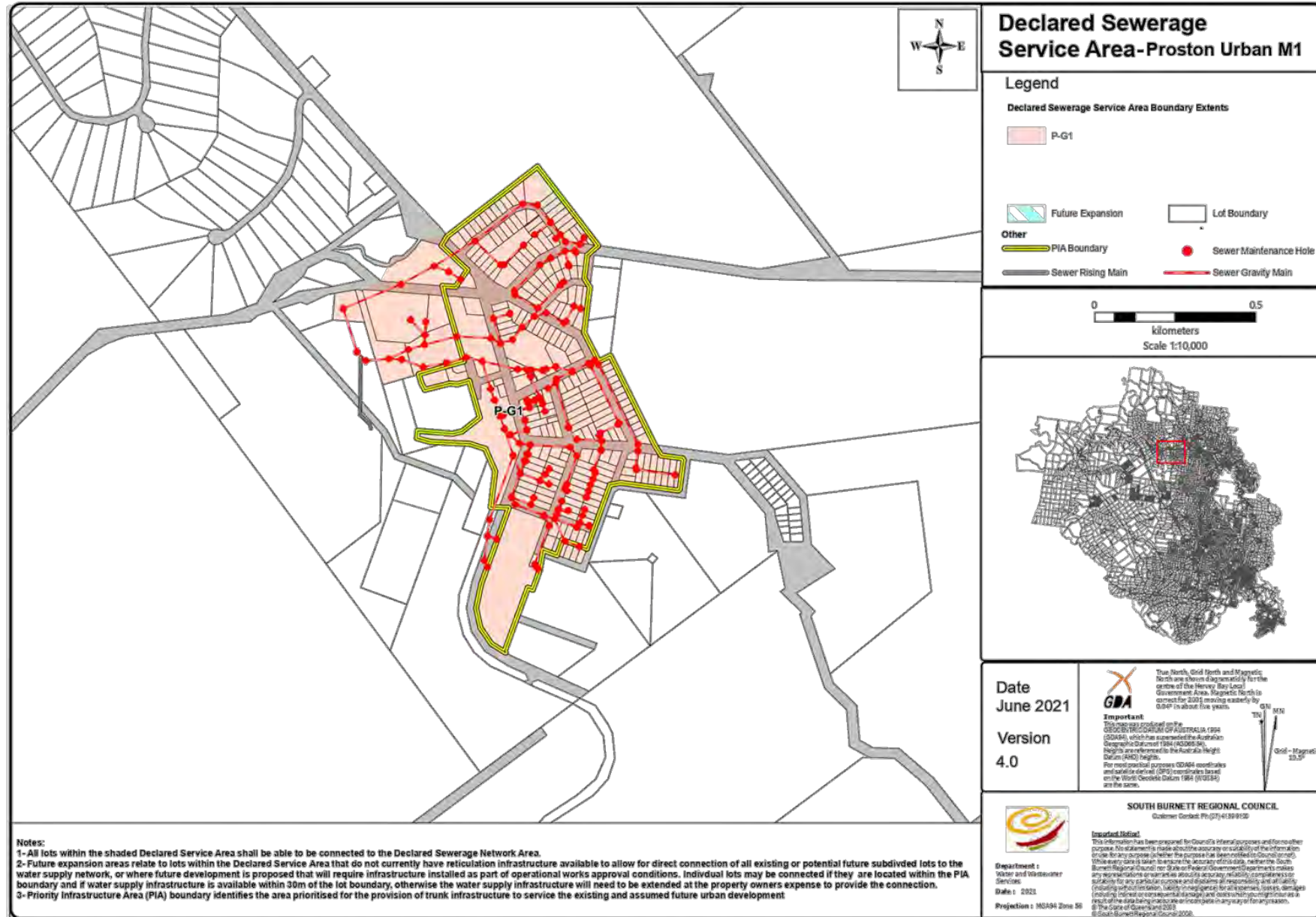


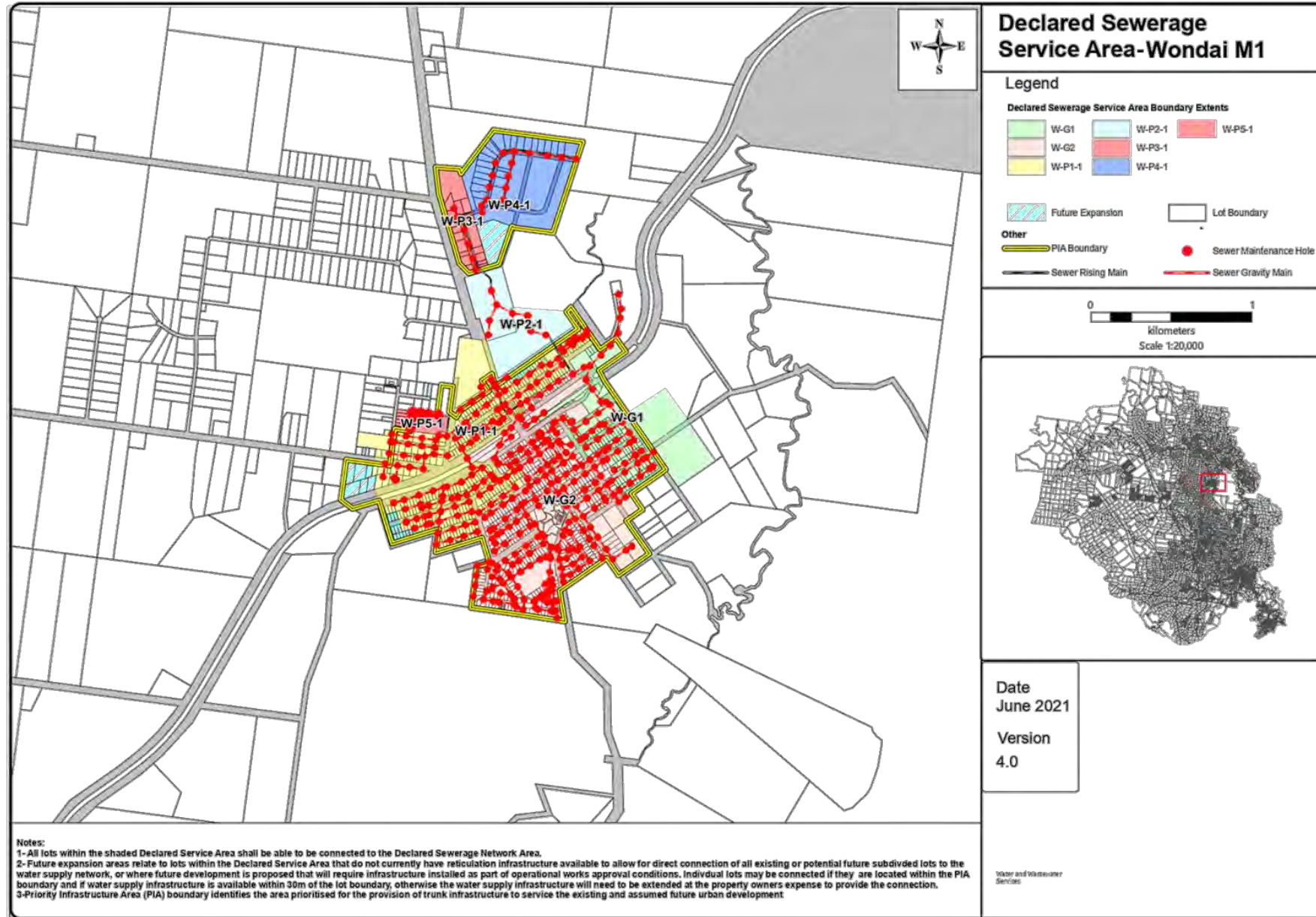


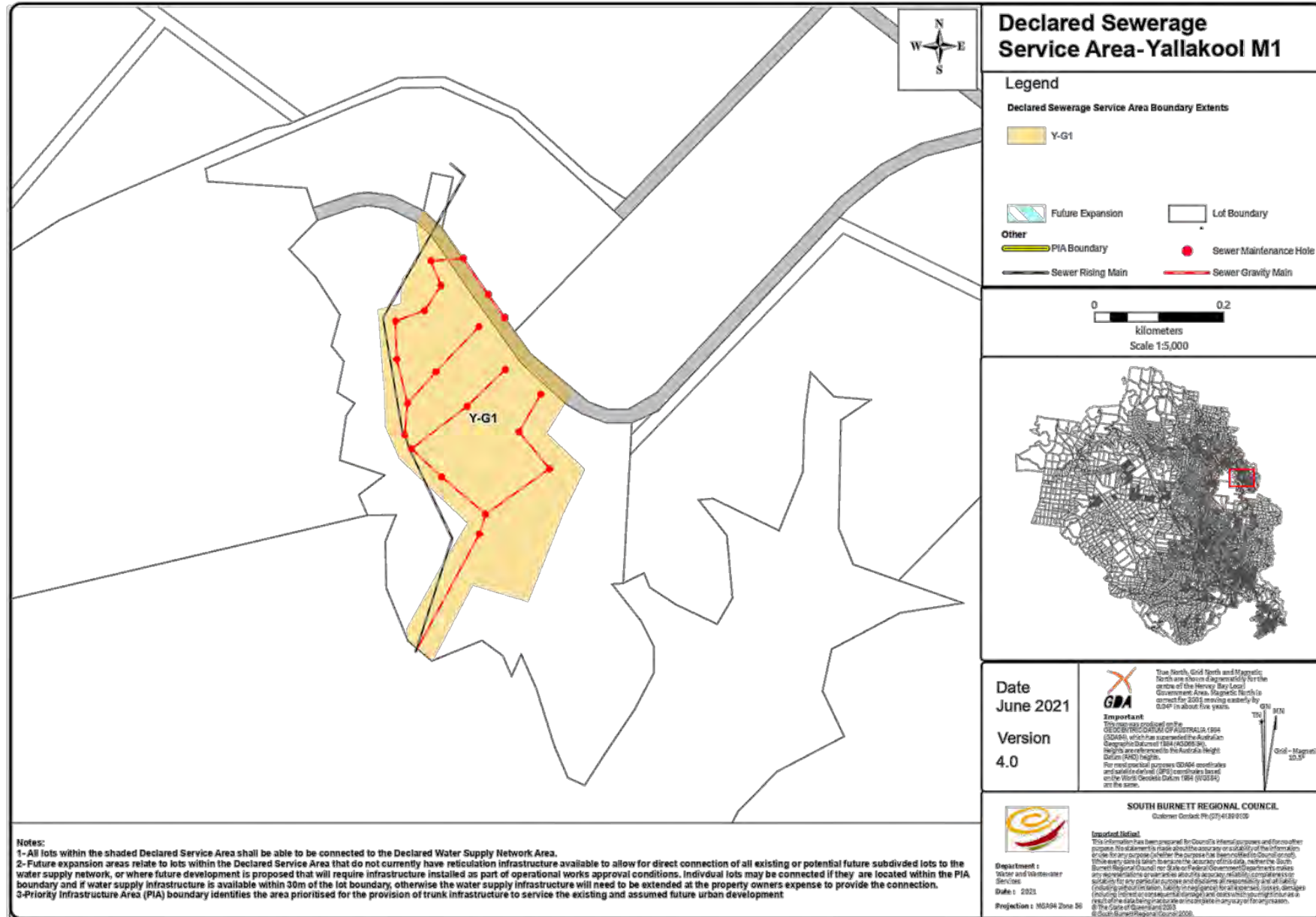












8 CONFIDENTIAL SECTION

9 CLOSURE OF MEETING