

Business Interruption	Treatment Plan	Responsibility	Control Actions on Event Activation (Dependent on impact level)
Loss of staff, or inability of staff to get to work, or reallocation of staff	<ul style="list-style-type: none"> Effective HR and WHS policies and procedures Consistent business procedures Implement strategies for social isolation including work from home, flexible working hours Back-up arrangements formalised and back-up staff trained in procedures Employee Assistance Program 	CEO DCCS DCCS DCCS CEO	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Notify stakeholders of potential impacts due to reduction in staff Provide counselling (if applicable) Maintain HR and WHS practices
Loss of, or inability to access, plant or equipment	<ul style="list-style-type: none"> Adequate insurance in effect WHS policies and procedures in place Staff training Regular maintenance and inspection programs 	MFA WHSA WHSA WHSA	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Notify insurer Assess incident reports
Loss of utilities infrastructure or supply (water, power, communications)	<ul style="list-style-type: none"> Emergency generators Regular maintenance and inspection programs 	DE WHSA	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Activate generators Bottled water Portable ablution facilities Notify stakeholders
Loss of service / supply provider	<ul style="list-style-type: none"> Contracts in place Regular review of performance against agreed service levels Procurement policy considers supplier reputation / sustainability 	CEO ALL CEO	<ul style="list-style-type: none"> Refer to Business Continuity Plan Procedures (if applicable) Pursue alternate supplier



LOCAL DISASTER MANAGEMENT Resupply Sub-plan

Including Aerial Water and Land Resupply and Aerial Transport.

Version 2.0 - July 2022



quilpie@quilpie.qld.gov.au

T 07 4656 0500

50 Brolga Street

Quilpie Qld 4480

Acknowledgements

Council wishes to thank all contributors and stakeholders involved in the development of this document.

Disclaimer

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be reviewed as such. While the Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document.

2022 Quilpie Shire Council

Table of Contents

Preliminaries	4
Glossary and Acronyms/Abbreviations	6
Approval of the Plan	7
Introduction	8
Queensland Resupply Guidelines	10
Resupply Operations.....	16
Resupply of Isolated Communities	16
Resupply of Isolated Rural Properties	21
Resupply of Stranded Persons	25
Annexures.....	28
Annexure A - Distribution List	29
Annexure B - Definitions.....	30
Annexure C - Abbreviations	31
Annexure D - Isolated Community Resupply Annexures.....	32
D.1 Isolated Community Resupply Operational Tips	32
D.2 Operational Checklist for Resupply to Isolated Communities	33
D.3 Isolated Community Resupply Letter/Communication to Retailers	38
D.4 Isolated Community Resupply Second Letter / Communication to Retailers	39
D.5 Isolated Community Resupply Request form	40
Annexure E - Isolated Rural Property Resupplies.....	42
E.1 Operational Checklist for Resupply to Isolated Rural Properties	42
E.2 Isolated Property Resupply Information	45
E.3 Property Contact Details	46
E.4 Property Resupply Details Sheet	47
E.5 Flight Manifest	48
Annexure F – Disaster Operations Capability and Capacity.....	49
Annexure G – Sample South West Resupply Brochure	51
Annexure H – Pantry List.....	53
Annexure I – Sample of Resupply Procedures	54
Annexure J – Bulloo River floodwater timeframes.....	548

Preliminaries

Authority

This Resupply Sub Plan forms a sub plan to the Quilpie Local Disaster Management Plan (LDMP), developed under the authority of the *Disaster Management Act 2003*. This sub plan is managed in accordance with the administrative and governance processes outlined within the Quilpie LDMP including approval, document control, distribution and review.

Document Control

This Quilpie Resupply Sub Plan is a controlled document and is not to be altered, amended or changed in any way other than those amendments endorsed by the Quilpie LDMG.

The controller of the Quilpie LDMP is the Quilpie Local Disaster Coordinator (LDC). Any proposed amendments to this Sub-Plan should be made in writing to:

**The Local Disaster Coordinator
Quilpie Local Disaster Management Group (LDMG)
50 Brolga Street
PO Box 57
QUILPIE QLD 4480**

The LDC may approve inconsequential amendments to this plan. Any changes to the intent of this plan must be endorsed by the Quilpie LDMG and approved by Quilpie Shire Council.

The following table lists all approved changes and amendments to this plan.

Amendment Register

Version	Date	Prepared by	Comments
1.0	May 2020	Jonelle Tyson	New plan created to update 2012 version.
2.0	June 2022	Leo Jensen Consulting	Review of Draft Plan prepared in May 2020
3.0	Dec 2022	Lisa Hamlyn	Review and formatting amendments.

Distribution

In accordance with section 60 of the *Disaster Management Act 2003*, this sub-plan (excluding confidential annexures) is available for inspection, free of charge, via Council's website at <https://www.Quilpie.qld.gov.au>. Refer below and Annexure A.

Position and organisation	Copy	Comments
Quilpie Shire Local Disaster Management Group (LDMG) Chair and Deputy Chair	Electronic or hard copy	Copies as required
Quilpie Shire Council	Electronic and hard copy	Copies as required
LDMG Local Disaster Coordinator (LDC), Deputy LDC and Secretariat	Electronic and hard copy	Copies as required
LDMG Members	Electronic copy	Copy for each member
District Disaster Management Group District Disaster Coordinator (DDC) and Executive Officer (XO)	Electronic and hard copy	2 copies
Queensland Fire and Emergency Services (Disaster Management)	Electronic and hard copy	2 copies
LDMG Community Sub Groups	Electronic	1 copy
Relevant Agencies	Electronic	1 copy
General Public		On request a hard copy is available for public access.

This document should be read in conjunction with the Queensland Disaster Management Act 2003, Regulations 2014, Policies, Procedures and Queensland Resupply Manual – M1.205. Along with the Quilpie Shire Council Local Disaster Management Plan, Sub-Plans, Policies, Guidelines and Procedures.



Glossary and Acronyms/Abbreviations

To ensure the correct lexicon terminology is used in accordance with the emergency management industry and relevant legislation please refer to the appropriate documents outlined below:

The industry Glossary can be sourced on page 89 of the *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines 2018* – Section 8.1.

The industry Glossary can be sourced on page 89 of the *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines 2018* – Section 8.1.

The industry acronyms and abbreviations can be sourced on page 101 of the *Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guidelines 2018* – Section 8.2.

For relevant Definitions and Abbreviations used within this document please refer to the Annexure B and C at the end of this document.



Approval of the Plan

Approval

This Local Disaster Management Plan has been prepared in accordance with the *Disaster Management Act 2003*, to provide for disaster management and disaster operations in the Quilpie Shire local government area.

The plan is approved for distribution by the LDMG.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council and Chair of Quilpie LDMG

13 December 2022

Endorsement

The preparation of this Plan has been undertaken in accordance with the *Disaster Management Act 2003*, to provide for effective disaster management in the Quilpie Shire Council local government area.

The Plan was endorsed by the Quilpie Shire Council at its meeting dated 13 December 2022 –
Resolution No.

Cr Stuart Mackenzie

Mayor of Quilpie Shire Council and Chair of Quilpie LDMG

Introduction

Purpose

The purpose of this sub plan is to outline the operational requirements, conditions, and processes for resupply operations within the Quilpie Shire Local Government Area (LGA) in line with Queensland resupply arrangements.

In accordance with the Queensland Resupply Manual, the processes outlined in this sub plan provide a system for support to isolated persons in the Quilpie LGA without compromising the fundamental responsibilities of individuals and communities for self-help and mutual assistance

The application of this sub plan in accordance with the Queensland resupply arrangements will assist in ensuring eligibility for cost recovery under Australian and Queensland Government disaster funding arrangements and programs.

Scope

This Resupply Sub Plan applies to disaster events within the Quilpie Shire LGA, for which a coordinated response requiring the activation of these resupply arrangements is necessary.

Objectives

The primary objective of this sub plan is to facilitate resupply operations to ensure that communities, individual properties and stranded persons within the Quilpie LGA can be resupplied with food and other essential goods during times of extended isolation so they are not economically disadvantaged by the costs of additional transportation required in such circumstances.

The key objectives of the sub-plan are to:

- ensure that communities have essential goods for survival;
- ensure that communities are not economically disadvantaged by additional transport costs of procuring essential goods during times of prolonged isolation; and
- ensure the correct procedures are applied when conducting resupply operations to facilitate good practice and financial accountability for any measures taken.

Quilpie Shire Resupply Context

The expansive size and landscape of the Quilpie Shire LGA and the hazards to which it is susceptible means that isolation of communities, properties and individuals is a likely occurrence during disaster events such as major flooding.

Flooding is the main cause of isolation within the Quilpie LGA with lead times typically ranging from two to five days and road closures lasting from one to two weeks. Being familiar with the impacts of floods and isolation, most communities, properties and individuals maintain a level of preparedness for and resilience against such periods of isolation. However, retailers and the general public should still be regularly encouraged to maintain stocks of essential goods for up to two weeks of isolation.

It is also likely that travelers may on occasion become stranded between or within isolated areas throughout the Shire during major flooding events. In particular, heavy vehicle drivers of double and triple trailer road trains are susceptible to isolation as they cannot turn around on narrow roads with sodden shoulders.



Please refer to Annexure F – Disaster Operations Capability and Capacity which outlines the average lead times, isolation and resupply periods relevant to flooding in the Quilpie Shire.

Planning Assumptions

Resupply is not a substitute for preparation - resupply operations are expensive and logistically challenging and should always be considered a last resort measure. As such, this plan does not replace the fundamental responsibility of individuals and communities for their own preparedness, self-help and mutual assistance.

It is important that individuals and communities do not become reliant on resupply operations in the event of isolation – they are responsible for their own wellbeing – 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 as a result of isolation from the normal supply system.



Queensland Resupply Guidelines

Resupply ensures isolated individuals and communities have essential goods for survival and are not economically disadvantaged by additional transport costs. In such circumstances, the Government will pay the additional transport costs to deliver essential items to isolated individuals and communities. Individuals and communities should not become reliant on resupply operations and are encouraged to become self-sufficient in all their needs in case they become isolated¹.

Types of Resupply

There are three distinct categories of resupply as set out in the Queensland Resupply Manual:

- isolated community;
- isolated rural properties; and
- resupply of stranded persons.

These categories are described in the following table.

Type	Description
Isolated Community Resupply	<p>This 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.</p> <p>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</p>
Isolated Rural Properties Resupply	<p>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.</p> <p>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.</p> <p>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.</p>
Resupply of Stranded Persons	<p>This operation provides essential goods to individuals who are isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event and are not at their normal place of residence. This is usually stranded travellers and campers.</p>

¹ Queensland Resupply Manual – M.1.205 –2021

Type	Description
	<p>The resupply or evacuation of stranded persons is coordinated by the QPS. QPS may also use the resources of the LDCC – if it is activated – in response to a disaster event in the LGA.</p> <p>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.</p>

Individual and Community Responsibilities²

Most events that isolate Queensland communities occur on a seasonal basis and their effects upon surface access routes can be predicted with reasonable accuracy. Communities which are likely to be affected by such events should consider preparing well in advance for both the event and the expected period of isolation. These preparations include:

- Stocking up on sufficient foods, medicines and other items they would need to sustain themselves for the expected period of isolation.
- Checking with their local Australia Post manager/contractor to ascertain arrangements for the delivery/collection of mail during isolation periods.
- Arranging suitable access to tuition for school children and maintaining contact with neighbours and friends.
- Relocating stock from threatened areas and preparing fodder stockpiles to last them through the expected period of isolation.
- Making arrangements to extend lines of credit with local suppliers or establishing lines of credit with other supply centres if local arrangements cannot be made, so they can obtain sufficient goods to last them through the expected period of isolation.
- Providing as much protection as possible for the stockpiled goods to prevent them either being damaged and rendered unusable by the impact of the hazard or spoiling because of the length of storage time.
- Having sufficient fuel stocks for generators, machinery, vehicles and aircraft.

Communities/individuals should ensure their local government is provided with accurate details of the location of their property and/or landing strip/helipad using Global Positioning System (GPS) latitude and longitude data to assist possible resupply operations, including potential hazards near likely landing areas such as power and phone lines, or tall or unsecured objects.

Principles for Operational Procedures³

The following general principles apply to the conduct of resupply operations:

- Resupply operations will normally be conducted using either fixed wing or rotary wing aircraft. There may be occasions, however, when it is both safe and feasible to use watercraft to transport supplies to communities.

² Queensland Resupply Manual – M.1.205 –2021



- Wherever possible, the normal retail/wholesale resupply system to retailers will continue to be used, with supplies being delivered via bulk orders from the normal wholesale outlets to the communities' retail outlets
- Wherever practicable, only one resupply operation will be undertaken for each affected area. Consideration should be given to bulk orders that are sufficient to last affected communities until normal road/rail services can be restored, dependent on retail storage available within the community and the duration of ongoing disruption.
Note: in operations where extended periods of isolation is experienced, additional resupply operations can be expected e.g. Thargomindah can be isolated for eight to 12 weeks on occasion
- Retailers will be responsible for placing their orders with their normal wholesale suppliers once these orders have been approved.
- Wholesalers are to be responsible for delivering orders to the nominated dispatch point.
- Orders are to be:
 - properly prepared for transport by the nominated means;
 - clearly marked with volume, mass and details of recipient to ensure correct delivery;
 - and
 - fully comply with regulations covering the transportation of Dangerous Goods.

Essential Goods Guidance⁴

Only essential goods are eligible under the Queensland Resupply Arrangements.

The following table lists those goods that are considered 'essential' to maintaining human and domestic animal life and / or health until normal supply operations can recommence; and those that are not.

Essential Goods	Not Essential Goods
✓ Basic foodstuffs – preferably either dried or tinned or otherwise packaged to last 'on the shelf' without special storage requirements by the isolated communities.	* Any alcoholic drinks and canned or bottled soft drinks (except on the advice of appropriate health authorities).
✓ Basic cleaners, disinfectants etc. to enable communities to maintain adequate hygiene practices (subject to clearance by the carrying agency).	* Entertainment equipment and electrical goods of any description (other than those to replace unserviceable household food preparation and similar goods).
✓ Baby foods, formula and nappies.	* Any tobacco products
✓ Foodstuffs other than above to meet special dietary requirements (on certification by an appropriate authority).	* Any merchandise to allow retailers to trade in anything other than those items considered essential to maintain human/animal health.
✓ Medicines and medical supplies, water purification tablets/treatments (subject to clearance by the carrying agency).	

⁴ Queensland Resupply Manual – M.1.205 –2021



Essential Goods	Not Essential Goods
✓ Dried pet foods (tinned pet food should be obtained prior to isolation).	
✓ Fuels (subject to clearance by the carrying agency) for essential motor transport, to keep electrical generators running to provide power for cooking, heating, lighting, refrigeration, water pumps and similar electrically powered appliances used to prepare or preserve food, maintain life, or provide purified water.	
✓ Aviation fuel (subject to it being used for reconnaissance or to resupply local homesteads).	
✓ Batteries (subject to clearance by the carrying agency) for powering radios, or hand held/ portable radio transmitters / receivers.	
✓ Other goods which, in the opinion of the Assistant Commissioner, QFES (on advice from the appropriate authority), are deemed necessary to maintain the physical and/or psychological welfare of the inhabitants of the isolated communities	

Frozen or Chilled Goods⁵

Resupply operations may not have access to aircraft or watercraft equipped with suitable units to carry refrigerated or frozen goods. It is recommended where possible, that alternative products are considered (e.g. UHT or powdered milk instead of fresh milk).

However, if the Assistant Commissioner (AC), QFES deems frozen and/or chilled goods to be essential, or alternative products are unavailable or unsuitable, then a resupply request containing chilled/frozen goods may be approved. In these cases, it is recommended that arrangements be made by the supplier to keep the goods at the appropriate temperature from the time they are delivered to the dispatch point until the time they are delivered to the receiving point.

Accurate coordination is required to ensure foodstuffs reach their destination without spoiling. It is important that goods are delivered to the departure point and collected at the destination point in a timely manner to minimise the period without refrigeration. Transportation of frozen/chilled goods will be undertaken on the understanding there is a risk of deterioration due to delays in projected delivery times. It is the responsibility of recipients of frozen or chilled goods to take extra care to check their suitability for consumption

Transport of Non-Essential Goods

There are times when goods that are not considered essential may be transported. For this to occur the transport of these goods must not increase the cost of the resupply operation and must have the prior approval of the LDMG.

An example of this would be a small machinery part that would allow a business or property to continue operating or make repairs to essential plant and equipment such as pumps or generators.

Retailers must ensure that transport providers only load essential goods - obvious non-essential goods must not be loaded and the retailer may incur additional transport costs for the return of goods to the place of loading.

Goods Damaged During Transport for Resupply

Insurance for Lost or Damaged Goods

Loss of or damage to goods during road transport is covered by normal arrangements by the Property or Retailer. During water and air transport or the loading/unloading of water/aircraft, it is to be covered under the retailer's transit insurance (which should be incorporated into the company's business insurance).

In cases where goods are damaged and not covered under the retailers' insurance, this should be discussed with the transport coordinator, the transport company and the LDMG.

Reducing the Risk of Damage / Loss

While all care is taken when transporting goods for the purpose of resupply, as in the case of any transportation, goods have been damaged during the loading or unloading of boats and aircraft in the past. The main reason for this damage has been due to the poor packaging.



When packaging goods for resupply operations, it is important for retailers to ensure that all suppliers are aware that the goods will be handled a number of times, exposed to the elements and can be exposed to water spray and other hazards during transportation, loading and unloading. On occasion, boats may have small amounts of water in them that can destroy cardboard packaging. As a result, wherever possible goods should be packed with this in mind - securely plastic and within crates or polystyrene packaging.

Transporting/back-loading of goods from an isolated community⁶

In special cases, consideration will be given to transporting/back-loading personnel or stores from an isolated community via aircraft or watercraft used in resupply operations. In these situations, the community needs to demonstrate they will be isolated for an extended period of time and the transportation would be beneficial.

Back-loading is NOT be undertaken without the approval of the AC, QFES. If the AC, QFES approves the back loading, the State Disaster Coordination Centre (SDCC) Watch Desk will advise the administrative arrangements.

Education and Preparedness

Quilpie Shire Council offer an ongoing public awareness program in conjunction with QFES-EM, with print resources made available to the public at Council offices and Libraries covering flooding and emergency procedures and preparedness, including those relevant to isolation and resupply.

The Quilpie Shire Council also provides community education material in relation to natural hazard events via the Council website at <http://www.Quilpie.qld.gov.au/disaster-management>.

Prior to the onset of storm, flood and bushfire seasons, additional public education is undertaken by the Quilpie Shire Council, QFES – Fire, Emergency Management and SES as appropriate. The focus of this education is targeted at both residents of the Quilpie Shire and the general travelling public.

Financial Arrangements

There are a number of financial arrangements through the Queensland Government for alleviating hardship in circumstances that may require the activation of this plan such as the Queensland Disaster Recovery Funding Arrangements (QDRFA) and the Queensland Resupply Guidelines.

In the absence of conditions allowing the activation of QDRFA, where there are exceptional circumstances, if requested by the DDC through the SDCC, the Commissioner QFES may seek whole-of-government funding for resupply operations.

In all cases, detailed invoices of hours of daily operations and fuel usage must be collated to satisfy claims through financial arrangements such as the QDRFA. These invoices should reflect the hours of operation on all logs and other resupply documentation.

⁶ Queensland Resupply Manual – M.1.205 –2021



Resupply Operations

Resupply of Isolated Communities

The aim of resupply to isolated communities is to ensure that essential goods are available to the community through the normal retail facilities within that community. In times of isolation, the normal method of transporting goods from wholesaler to retailer is no longer available and using alternative methods of transportation would greatly increase the cost of essential goods to the consumer.

The purpose of resupply operations to isolated communities is to ensure that members of the community can access essential goods required to maintain the safety and wellbeing of humans and domestic animals during periods of isolation without being economically disadvantaged by increased costs in doing so. This is achieved by the State Government contributing to the cost of transporting goods by alternative methods.

It is important to note that the shops in Quilpie, Eromanga, and Adavale all have very limited shelf space and storage and could run out of stock quite quickly in the event of significantly increased demand that could be placed upon them in the event of isolation.

LDMG Responsibilities⁷

When determining the need for resupply, the LDMG should consider the level of goods available in the entire community. They should not act on requests from individual retailers. The purpose of resupply is to maintain a level of trade for retailers during isolation. In addition to this, consideration for resupply should be given to:

- hospitals and clinics;
- charity organisations (meals on wheels, school-based feeding programs);
- postal contractors;
- fuel suppliers (aviation fuel, essential fuel supplies only);
- vets;
- emergency services (Ambulance, QFES, QPS);
- aged care facilities; and
- any other local organisation that supplies essential goods or services.

Resupply of isolated communities may be undertaken by the LDMG, with notification to District and State levels, or a request for resupply may be passed to the District or State for assistance in arranging transport.

If the LDMG organises a resupply operation from within local resources without District approval, they should ensure that suitable funding measures have been activated under State Disaster Relief Arrangements (SDRA) or Queensland Disaster Recovery Funding Arrangements (QDRFA) to enable cost recovery.

⁷ Queensland Resupply Manual – M.1.205 –2021



If no suitable measures have been activated, the LDMG may seek District or State advice regarding cost recovery before undertaking resupply operations. The Quilpie LDCC is the focal point for processing any request for resupply by any community in the LGA.

LDCC Responsibilities

The Quilpie LDCC is responsible for:

- Coordinating the activities of the retailers, fuel suppliers and hospitals in preparing and placing bulk orders and ensuring those goods are deemed appropriate to the needs of the isolated communities.
- Ensuring no unauthorised variations are made by retailers with wholesalers.
- Collating all orders to determine volume and mass so that calculations can be made for the number and type of aircraft/watercraft required for transport quotes.

Note: As the volume and mass details provided are used to obtain quotes for carriage of the orders, any increases to volume and/or weights of orders prior to loading may cause delays in the delivery of the supplies or result in supplies being left behind.

- Ensuring retailers arrange for the collection of supplies from the delivery point or organising local delivery.
- Checking the manifests of supplies delivered against the copies of the retailer's orders provided.
- Certifying to the appropriate local or district contact that all supplies have been delivered and delivery manifests are correct.

Note: Local governments are advised to consider the appointment of an independent liaison officer for the collation of local orders. This appointment may prevent claims of bias against elected officials. Where possible, the appointed officer should not be involved in food retail outlets or fuel suppliers.



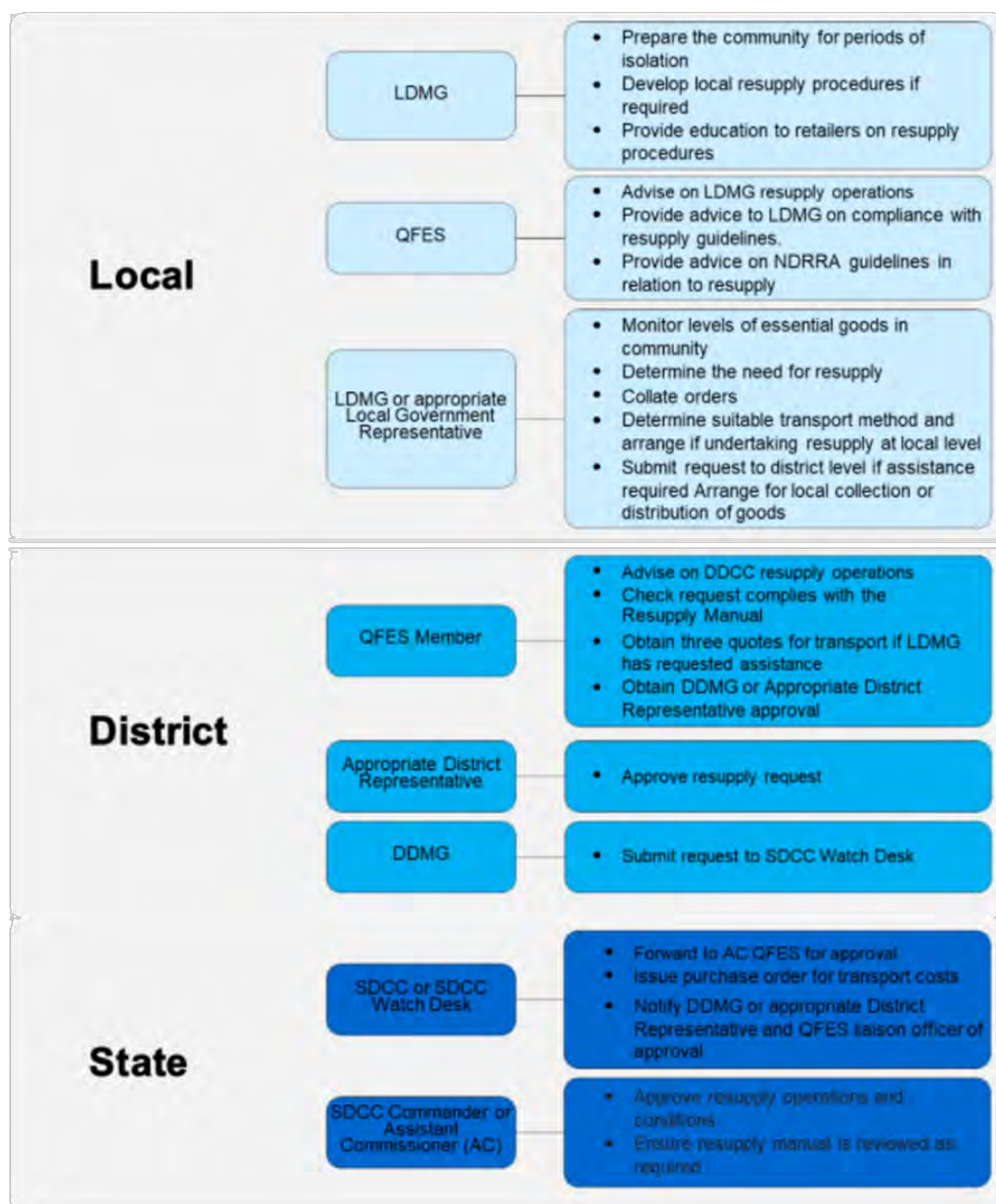
Logistics Officer – Duty Card

DUTY CARD	Logistics Officer
Reports to:	Local Disaster Coordinator
Functional Area:	Logistics (Blue tabard or blue cap)
RESPONSIBILITIES	
1. Responsible for the overall management of resources for the event 2. Responsible for the overall management of resources for the coordination centre	
IMMEDIATE ACTIONS	
<ul style="list-style-type: none"> ▪ Assist in the set-up and preparation of the LDCC ▪ Organise supplies 	
DURING DISASTER	
<ul style="list-style-type: none"> ▪ Purchase equipment and supplies required for operations ▪ Ensure records of all financial transactions are kept. ▪ Arrange catering and resupply of consumables for staff and visitors to the LDCC 	
POST-DISASTER	
<ul style="list-style-type: none"> ▪ Assist with the collection and filing of all documentation from all groups ▪ Participate in post-disaster debrief and review 	



Responsibilities for Resupply of Isolated Communities⁸

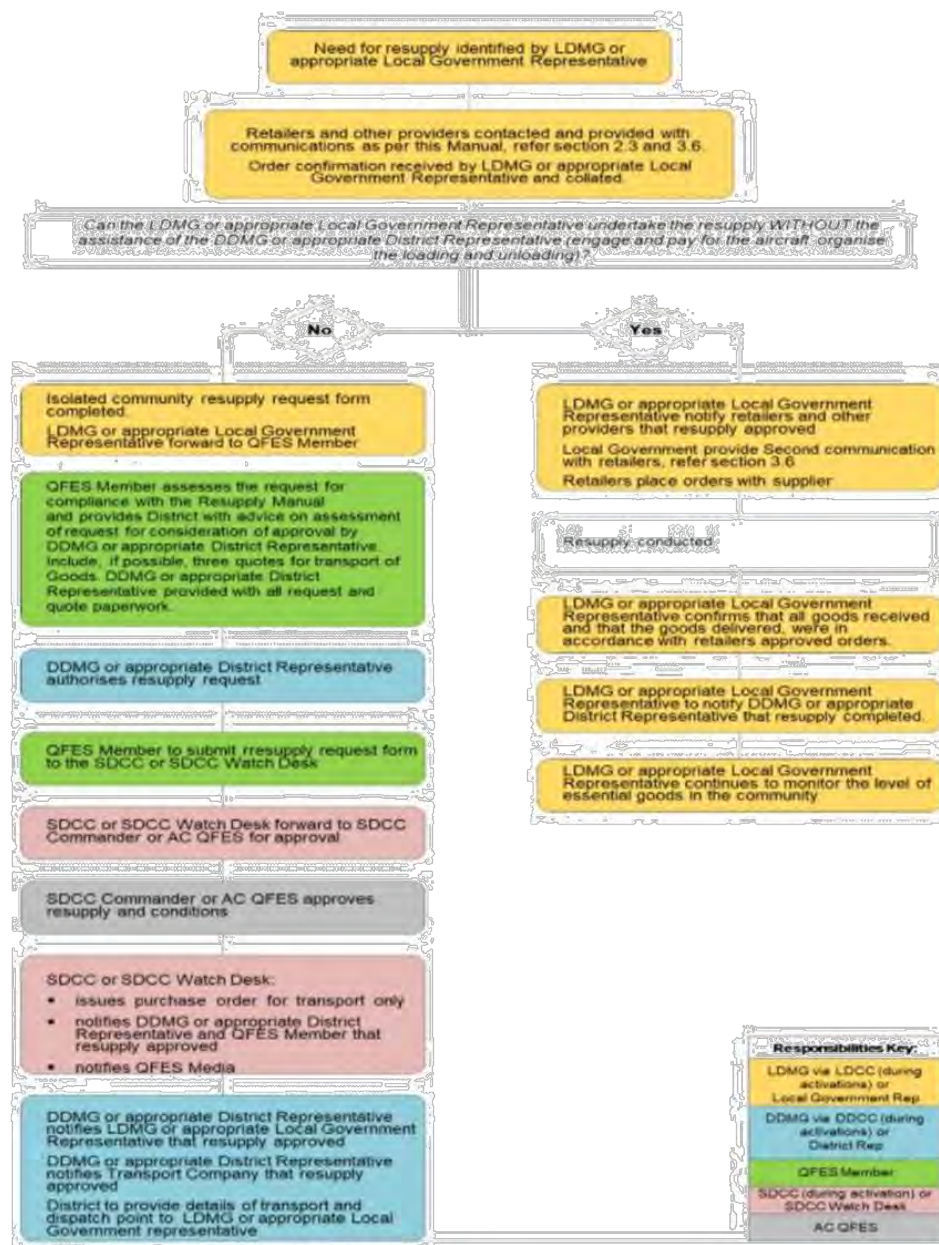
The table on the following page outlines the responsibilities of the key players in the resupply of isolated communities process from local to state level as per the Queensland Resupply Manual.



Isolated Community Resupply Process Flowchart

The following flowchart details the process to conduct resupply operations to isolated communities.

No two resupply operations are identical. Local governments are encouraged to adapt these processes to suit the requirements of the community and the logistical considerations in conducting resupply operations for the Quilpie Shire Council area.



Resupply of Isolated Rural Properties

The aim of resupply operations to isolated rural properties is to maintain access to essential goods.

The definition of rural properties for the purpose of this sub plan includes both primary producers and smaller communities (e.g. Toompine) or outstations within the Quilpie LGA that are isolated and cannot access retail facilities in order to maintain sufficient levels of essential goods.

Arrangements

It is the responsibility of the Isolated Rural Property to place their orders with the retailer and pay for goods - the LDMG/LDCC will 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. In addition to essential goods, isolated rural properties may require additional goods such as medications to be delivered as part of the resupply.

The Quilpie LDMG is responsible for ensuring that rural properties within the LGA that are subject to isolation are aware of the resupply process and who to contact should resupply be required.

The LDMG should establish a list of isolated rural properties in the LGA who require resupply and include:

- contact details (phone, fax, email);
- number of residents (and ages);
- airstrip capacity;
- GPS location (latitude, longitude) of the houses;
- landing area (rotary wing) and hazards;
- UHF channel monitored; and
- other details that may assist in the provision of resupply or assistance during events.

Resupply to isolated rural properties is conducted at a local level with the approval of the LDC and advice of these operational activities to the DDMG.

When the need for resupply is identified, the LDCC should ensure that there are sufficient supplies in the community to supply rural properties.

Note: It may be necessary to conduct a resupply to isolated communities prior to conducting resupply to isolated rural properties.

LDCC Responsibilities

The LDCC should attempt to make contact with isolated rural properties (and small communities) within the Quilpie LGA to ascertain their level of safety and wellbeing and assess their need for resupply operations to maintain the physical and / or psychological welfare of the inhabitants of the affected properties. Canvassing properties in the area, to the extent that circumstances allow, can assist the most effective and efficient use of transport resources. This may include cross-boundary working with adjoining neighbouring Councils.

The LDCC will arrange communications via the radio and internet to encourage isolated properties to make contact.



The LDCC is to advise the Charleville DDMG where resupply operations are being conducted.

The LDCC will be the central point for processing any request for resupply by any rural property in the Quilpie LGA. The LDCC is responsible for:

- Coordinating the activities of the rural properties in preparing and placing orders and ensuring goods are 'essential' (see pages 9-10 of this sub plan for details of what constitutes essential goods) to the needs of the isolated persons.
- Ensuring no unauthorised variations are made by rural properties with retailers after orders are made.
- Collating all orders to provide details of volume and mass of the consolidated orders, so that calculations with respect to the number and type of aircraft/watercraft required to uplift the supplies are accurate.

Note: As the volume and mass details provided are used to obtain quotes for carriage of the orders, any increases to volume and/or weights of orders prior to loading may cause delays in the delivery of the supplies or result in supplies being left behind.

- Ensuring goods are delivered from the retailer to the transport departure point.
- Certifying to the LDC that all supplies have been delivered and that delivery manifests are correct.
- Collection of mail and medications that are to be transported. Signatures and identification may be required to be produced before collecting from local delivery point, especially with regards to medical supplies and mail.)

Council is responsible for the payment of transport costs which may later be recouped through QDRFA if activated and eligible for reimbursement.

Note: The use of rotary wing aircraft may amount to significant expenditure therefore the LDC must ensure that engagement of transport providers is in accordance with the local government's procurement policy. In the case of prolonged resupply operations via air, invoices in the vicinity of \$50,000 could be expected. If property owners offer the use of their own aircraft, it should be clearly ascertained as to what costs will be incurred.

The LDCC is to maintain regular contact with isolated rural properties throughout the period of isolation. A record of all contact should also be implemented and maintained by the LDCC for operational records.

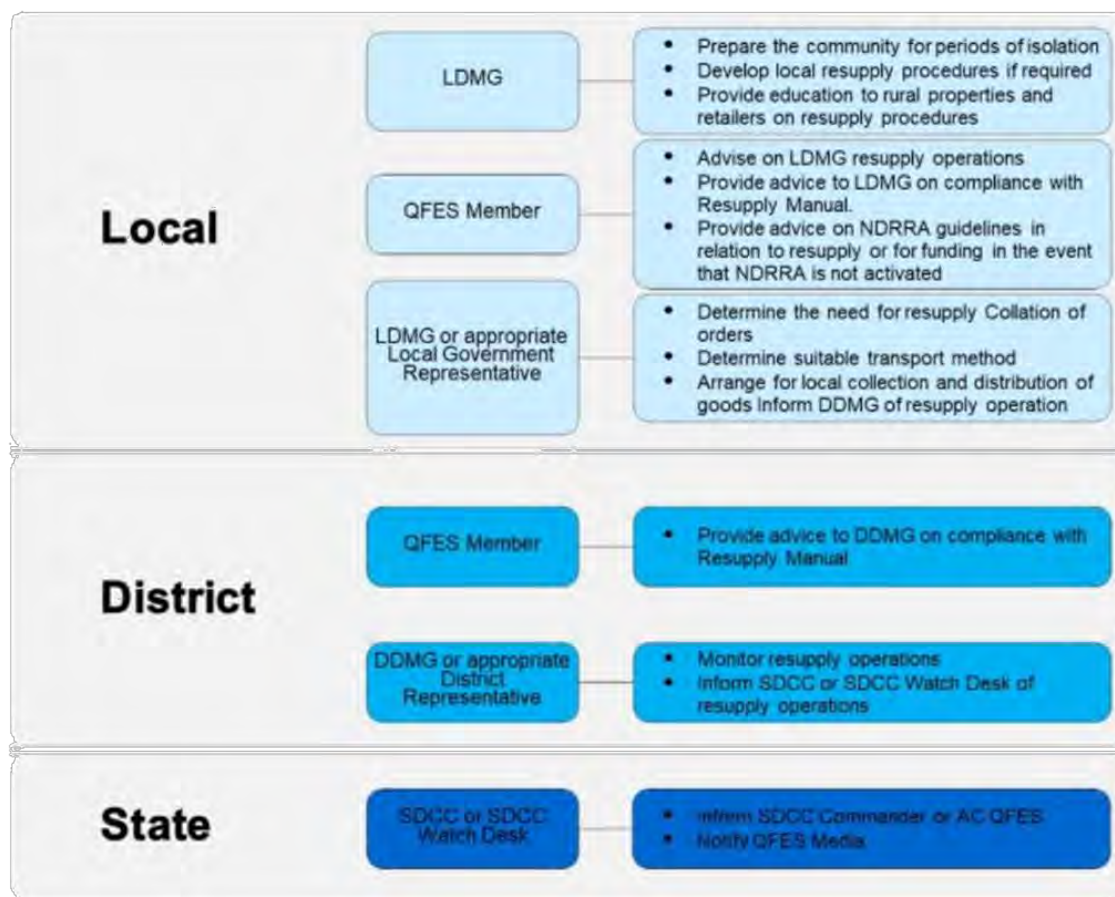
Following the determination that resupply operations are required, the LDCC is to engage the transport provider and coordinate the logistics of conducting resupply to isolated rural properties.

The LDCC should be aware that they are requesting operations that may not be budgeted for and may not be reimbursable under the QDRFA. Further, they are accountable for their decision in committing Council funds and should not undertake resupply if it does not meet the requirements of the Queensland Resupply guidelines as detailed in the Queensland Resupply Manual.

The LDCC is to provide details of resupply operations undertaken to the Charleville DDMG via SITREPS. The LDCC is to provide details including number of persons receiving supply, quantity of goods and notify the DDMG on completion of operations.

Responsibilities for Resupply of Isolated Rural Properties

The following table outlines the responsibilities of the key players in the resupply of isolated rural property process from local to state level as per the Queensland Resupply Manual.



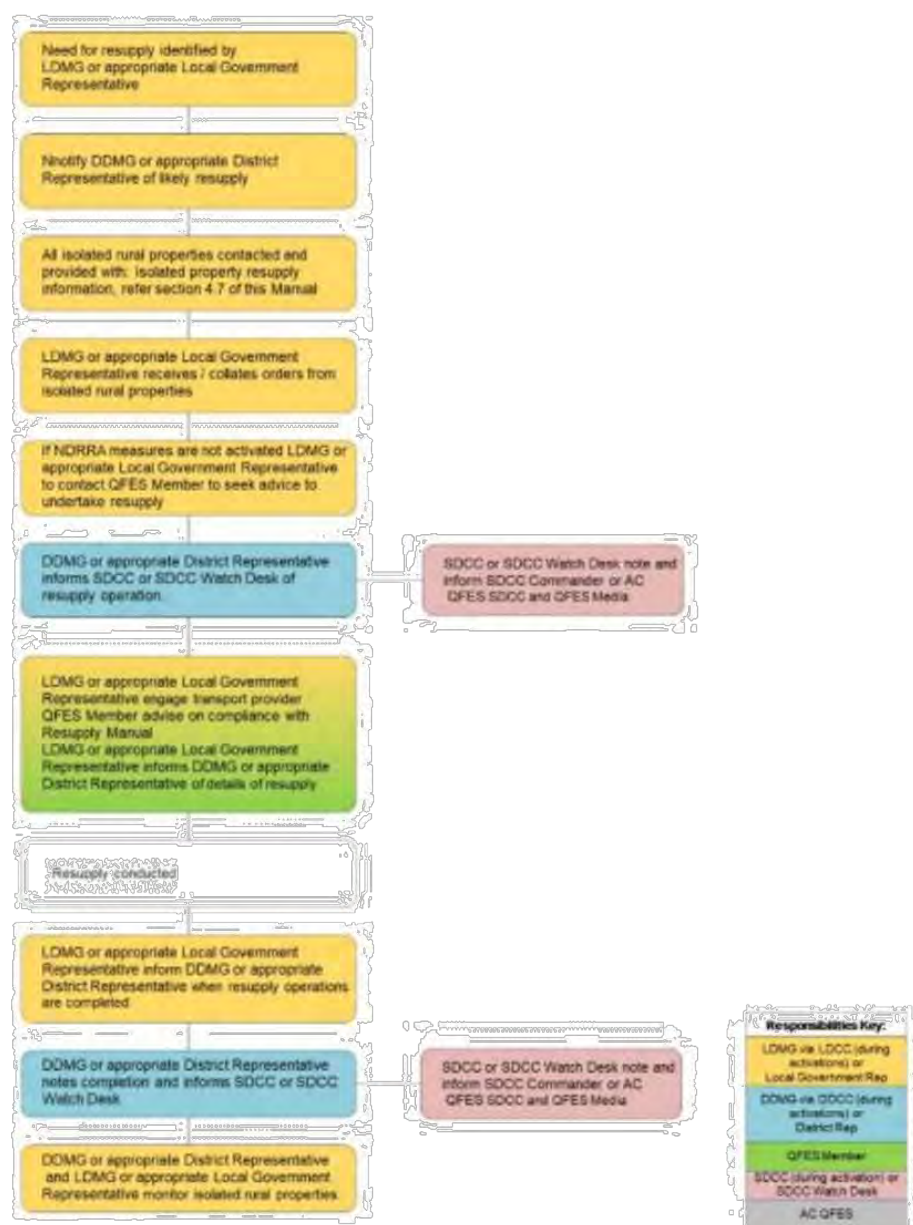
Resupply of Isolated Rural Properties Process Flowchart

The following flowchart details the process to conduct resupply operations to isolated rural properties.

More detailed information in the form of operational guidance on the conduct of resupply of isolated rural properties is provided in sections 4.6 and 4.7 of the Manual (see link below) and includes information that may be provided to properties in relation to resupply operations.

No two resupply operations are identical. Local governments are encouraged to adapt these processes to suit the requirements of the community and the logistical considerations in conducting resupply operations for the local government area.

M.1.205 Queensland Resupply Manual (disaster.qld.gov.au)



Resupply of Stranded Persons

The aim of resupply of stranded persons is to ensure that persons who become stranded away from retail facilities and away from their residence can access essential goods.

Arrangements

The resupply or evacuation of stranded persons is coordinated by the Queensland Police Service (QPS). QPS may utilise the resources of the LDCC, if it is activated, in response to an event in the local government area. If the LDCC is not activated QPS will conduct resupply or evacuation of stranded individuals and report through the normal police reporting system.

If the disaster management arrangements are activated in response to an event in the local government area, QPS will coordinate the resupply or evacuation of stranded persons and report through the disaster management reporting system as well as the normal QPS reporting system. QPS, as a key member of the LDMG, may request access to the resources of the group when the group is active

Queensland Police Service Responsibilities

QPS will determine the most appropriate course of action in response to reports of a stranded individual, or group of individuals. QPS will make the decision to resupply stranded individuals or to evacuate them to a safer environment.

In the event that the LDCC is not activated, QPS will coordinate the conduct of resupply or evacuation of stranded individuals through the normal QPS reporting and command structure. Should the LDCC be active in response to an event in the local government area, QPS may request to utilise the resources of the local group in order to conduct resupply or evacuation of stranded individuals.

QPS remain responsible for the safety and welfare of stranded individuals regardless of the involvement of the LDCC.

Local Government Responsibilities

The Quilpie LDCC, if activated, should provide assistance to the QPS to conduct resupply or evacuation operations for stranded individuals, or groups of individuals. The LDCC and DDCC should maintain good communications and contact and inform each other of any resupply or evacuation operations including:

- number of persons resupplied or evacuated (including age and gender);
- location evacuated from;
- location evacuated to; and
- the circumstances of the operation.



The LDCC may be requested to organise food and essential goods or accommodation for stranded individuals and may discuss the suitability of this request with the QFES member of the LDMG

District Level Responsibilities

The district should provide information to the SDCC Watch Desk in relation to the resupply or evacuation of stranded individuals.

The district should also provide resources to the LDCC to support resupply or evacuation of stranded individuals if requested. District representatives may discuss the suitability of support to the local government with the QFES member.

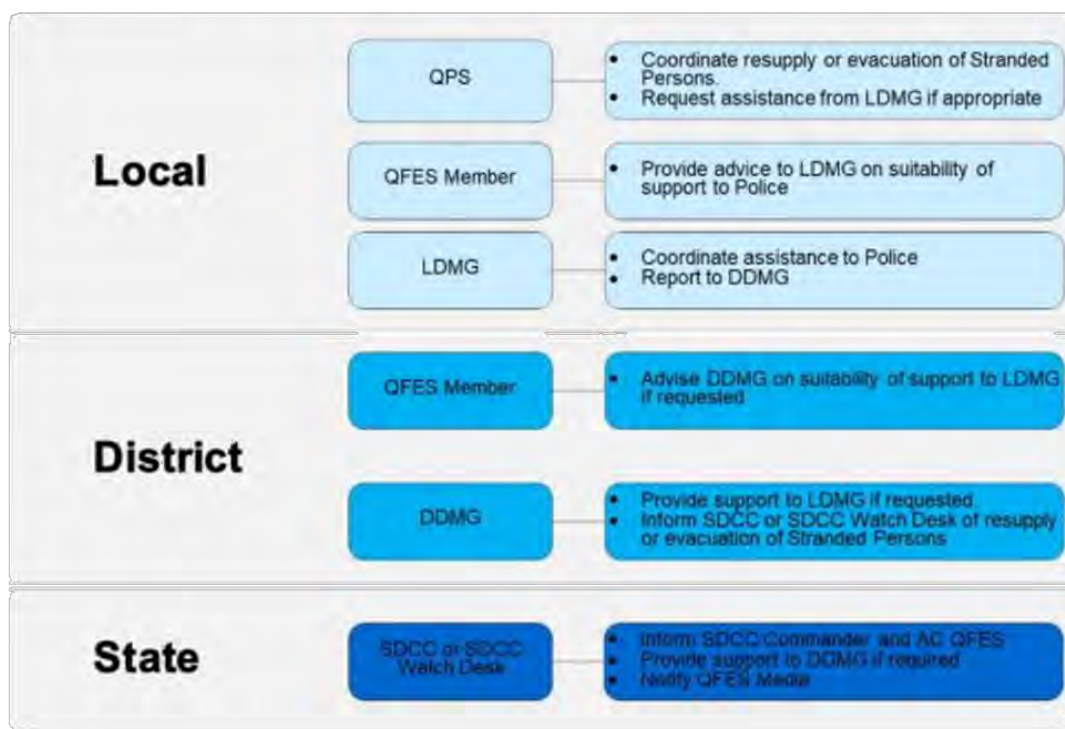
State Level Responsibilities

The SDCC Watch Desk is to inform the SDCC Commander or AC, QFES and QFES

Media of the resupply operations being conducted

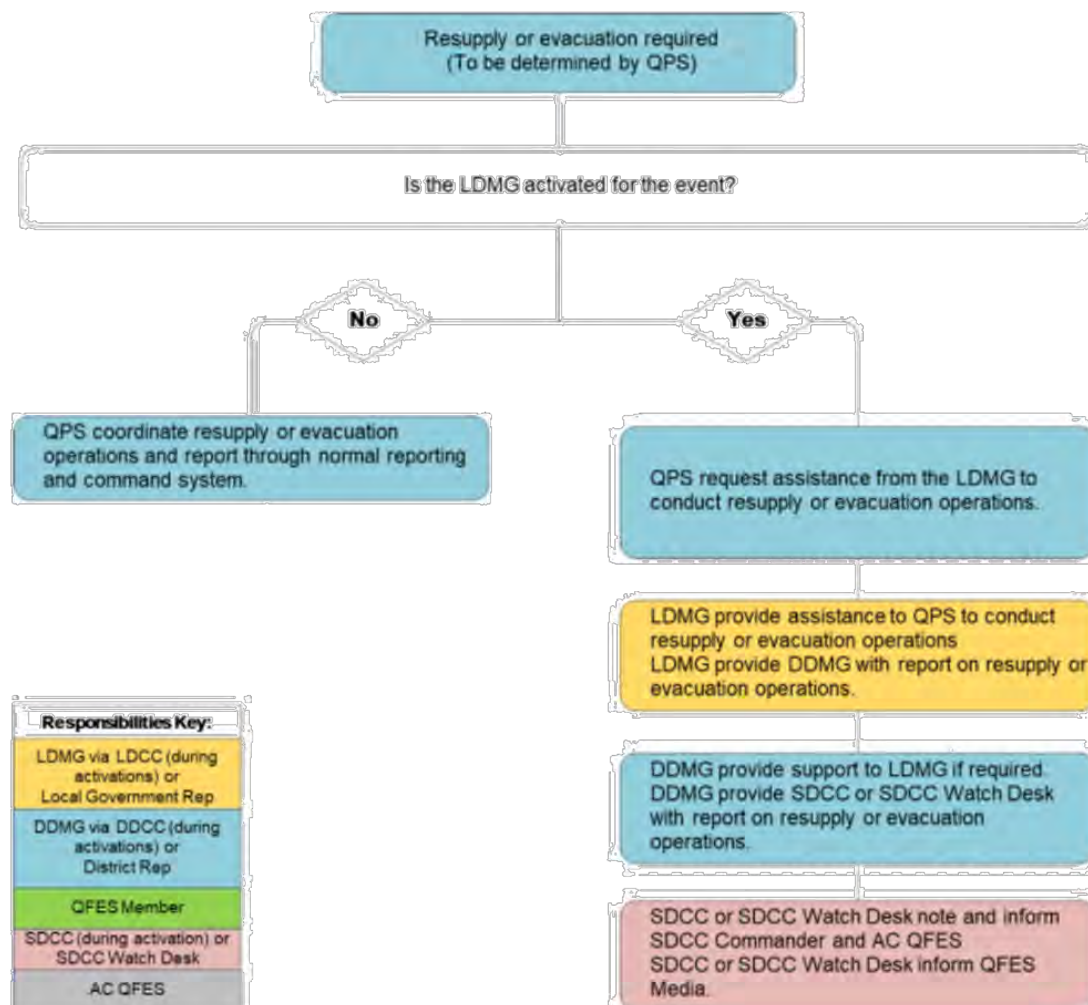
Responsibilities for Resupply of Stranded Persons

The following table outlines the responsibilities of the key players in the resupply of stranded persons process from local to state level as per the Queensland Resupply Manual.



Resupply of Stranded Persons Process Flowchart

The following flowchart outlines the processes involved in the request and approvals that are required to conduct resupply operations to stranded persons.



Annexures

Annexure A - Distribution List	29
Annexure B - Definitions	30
Annexure C - Abbreviations	31
Annexure D - Isolated Community Resupply Annexures	32
D.1 Isolated Community Resupply Operational Tips	32
D.2 Operational Checklist for Resupply to Isolated Communities	33
D.3 Isolated Community Resupply Letter/Communication to Retailers	38
D.4 Isolated Community Resupply Second Letter / Communication to Retailers	39
D.5 Isolated Community Resupply Request form	40
Annexure E - Isolated Rural Property Resupplies	42
E.1 Operational Checklist for Resupply to Isolated Rural Properties	42
E.2 Isolated Property Resupply Information	45
E.3 Property Contact Details	46
E.4 Property Resupply Details Sheet	47
E.5 Flight Manifest	48
Annexure F - Disaster Operations Capability and Capacity	49
Annexure G - Sample of South West Queensland Resupply Brochure	50
Annexure H - Sample of Pantry List	52
Annexure I - Sample of Resupply Procedures	53

Annexure A - Distribution List

Organisation	Copies	Date Distributed
Quilpie Shire Council	1	
Charleville DDMG	1	
State Emergency Service (Charleville)	1	
Queensland Ambulance Service	1	
Queensland Health	1	
Queensland Fire and Emergency Services	1	
Queensland Police	1	
Queensland Reconstruction Authority	1	
Telstra	1	
Ergon Energy	1	
Australia Post	1	

Annexure B - Definitions

Term	Definition
Community	The term community for the purposes of this sub plan refers to a populated location, normally a town that includes retail facilities for essential goods.
Coordination Centre	A centre established at State, district, or local government level as a centre of communication and coordination during times of disaster operations.
District Disaster Coordinator	The role of the District Disaster Coordinator, in addition to other duties, is the responsibility for coordinating support in the Disaster District for the District Disaster Management Group
Essential Goods	Goods considered essential to maintaining human and domestic animal life and or health until normal supply can recommence.
Isolated	For the purpose of this sub plan, a community, rural properties or individuals are defined as being isolated when they cannot be accessed by any road that would normally service those communities. Distance is not considered an isolating factor if such communities, rural properties, or individuals are accessible by road or water transport.
Local Disaster Coordination Centre	The centres support disaster management groups in coordinating information, resources, and services necessary for disaster operations in the local government area. For these guidelines, the term LDCC is generally used when referring to activities during disaster events, and LDMG when referring to activities outside of disaster events.
Local Disaster Management Group	A committee chaired by a Mayor or elected member of a local government. For these guidelines, the term LDCC is generally used when referring to activities during disaster events, and LDMG is used when referring to activities outside of disaster events.
Local Disaster Coordinator	A person appointed under the <i>Disaster Management Act 2003</i> who is responsible for the coordination of disaster operations for the LDMG.
Local Suppliers	For the purpose of this sub plan, the term means and includes any business or organisation that supplies essential goods or services to the public. These may include commercial organisations, government services or charities.
Queensland Disaster Recovery Funding Arrangements	The prime mechanism utilised by the Queensland Government for helping communities affected by natural disaster events. These longstanding arrangements provide a cost sharing formula (between the Queensland and Commonwealth Government) as well as a range of pre-agreed relief measures which may be activated by the Queensland Government immediately following a disaster event, once a need has been established.
Normal Retail Outlets	Includes local suppliers but does not include private individual arrangements where supplies are purchased outside local retail outlets and normally transported at private costs.
Rural Property	Includes primary producers, outstations, and small towns with no retail facilities.
Stranded Person	Small groups or individuals that are unable to access essential goods due to isolation and are away from their normal residence.

Annexure C - Abbreviations

Abbreviation	Description
CEO	Chief Executive Officer
Council	Quilpie Shire Council
DDC	District Disaster Coordinator
DDCC	District Disaster Coordination Centre
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DTMR	Department of Transport and Main Roads
GPS	Global Positioning System
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGA	Local Government Area
MSC	Quilpie Shire Council
QAS	Queensland Ambulance Service
QDMC	Queensland Disaster Management Committee
QDRFA	Queensland Disaster Recovery Funding Arrangements
QFES	Queensland Fire and Emergency Services
QFES-EM	Queensland Fire and Emergency Services – Emergency Management
QPS	Queensland Police Service
QRA	Queensland Reconstruction Authority
SDC	State Disaster Coordinator
SDCC	State Disaster Coordination Centre
SDMP	State Disaster Management Plan
SDRA	State Disaster Relief Arrangements (Refer QDRFA)
SES	State Emergency Service
SPF	Strategic Policy Framework

Annexure D - Isolated Community Resupply Annexures

The following templates are provided for the LDMG to use to inform retailers of resupply operations and gather necessary information. This information can be provided to isolated properties by phone, fax or email as appropriate.

D.1 Isolated Community Resupply Operational Tips



Queensland Resupply Guidelines

- Most appropriate aircraft are those which have the ability to be reconfigured with the removal of seating to freight carrying capacity/capability.
- Configuration / specifications for "pallets" is as follows:
 - NO higher than 1.2 metres
 - Total weight of 600 kg/pallet
 - Weight of the boxes/packages to be noted on the side of each item
- All goods – (even frozen/dairy/bread goods) to be placed on pallets and total weight to be marked on the pallets. * **Note:** *All perishable items will only be carried at the discretion of the pilot and at the risk of the consignee.*
- All pallets should be inspected to ensure that they DO NOT contain any dangerous goods items, e.g. Aerosol Cans. (Other associated items such as batteries, cleaning agents, corrosive products, etc. will only be included subject to clearance by the carrying agency (for further information on essential and non-essential goods for the purposes of resupply operations please refer to *Essential Goods List*).
- The use of a forklift (with weight scales) is encouraged to assist with and expedite loading and unloading of the aircraft, when and where possible. (*Note: all pallets should still be pre-weighed and marked as detailed above*).
- If and when possible, a detailed goods manifest should be obtained from the retailers and/or wholesalers and be forwarded to the LDCC/DDCC for inclusion with the resupply supporting documentation to assist the carrying agent with identifying the contents and weights of cargo.
- Where possible the LDCC should source suitable personnel and brief them on basic aircraft safety procedures to assist with the loading and unloading of the resupply goods.
- The LDCC should also provide advice on Airstrip specifications (e.g. unsealed/sealed surface, lighting, length and direction of strip, etc.), and also whether they have sufficient stocks of aircraft fuel (Jet A1 or Avgas) which might be utilised to assist with refueling the resupply aircraft.



D.2 Operational Checklist for Resupply to Isolated Communities

This checklist is provided for use in the resupply of isolated communities within the Quilpie Shire Council area. For resupply of isolated rural properties please refer to the operational checklist for Resupply of Isolated Rural Properties.

Item	Responsibility	Actions	Note	Completed	Comments
1	Local government representative	Advise the district representative that a resupply will be required and determine the date required based on current holdings. Generally, allow 7 days from request to delivery. If district support is likely to be needed, check with district representative or QFES member as to the ability to transport fresh, frozen, and dairy products.	This is only a warning, at this stage and quantities are not required.	By: Date:	
2	Local government representative	Initial communication to retailers and appropriate documentation sent to retailers, businesses, and services (see section 3.6). Allocate a single point of contact for the resupply (not the Chair or LDC). Ensure all businesses and services are included. Attach a copy of information brochure for retailers	If possible and practical, meet with retailers to explain the process, including: <ul style="list-style-type: none"> • chamber of commerce (if present). • retailers. • clinic / hospital / pharmacy. • postmaster. • aged care facility. • fuel suppliers (essential fuels only); • Emergency Services; and • aviation fuel suppliers. 	By: Date:	
3	Local government representative	Copies of orders and Isolated Communities Resupply Order Form (as attached to the initial letter) received by local government representative.	Check against list of letters sent. If no response received, follow up with a phone call.	By: Date:	

Item	Responsibility	Actions		Note	Completed	Comments
4	Local government representative	Orders checked by QFES member and briefed to LDC accordingly. The items ordered must be essential as per the policy.		The QFES LDMG member can advise on compliance and DRFA guidelines.	By: Date:	
5	Local government representative	District/State Resupply Orders collated onto Isolated Community Resupply Request Form and forwarded with copies of orders to the district representative.	Local Resupply Orders collated.	Kg for aircraft.	By: Date:	
6	Local and District representatives	District/State Resupply Teleconference or meeting between district and local representatives to discuss the best way to deliver the resupply and any requirement for back-loading goods.	Local Resupply Local representative informs district representative of planned resupply.	Consider the opportunity to minimise the unrefrigerated transit time of goods by road transport to the nearest airport. The delivery method must get the goods there on time, in good condition and be cost effective.	By: Date:	

Item	Responsibility	Actions	Note	Completed	Comments
7	Local and District representatives	District/State Resupply QFES member check request complies with resupply policy. QFES member ensure quotes obtained. Complete district section of local government Request for Resupply. Pass this to the SDCC Watch Desk.	Local Resupply Local government representative requests quotes from transport companies.	Include road and air transport quotes. Consider the use of a broker for larger lifts. Stipulate if this is to include the loading of the aircraft. When asking for quotes stipulate a date/time they are to be submitted. At district level if companies fail to quote pass this information on to the SDCC Watch Desk.	By: Date:
8	SDCC Watch Desk and local government representative	District/State Resupply For AC, QFES approval and Purchase Order	Local Resupply Approval as per local government's procurement policies.		By: Date:
9	District representative	District/State Resupply On receipt of approval from the AC, QFES advise the local government representative	Local Resupply N/A	Advice needs to include the following: <ul style="list-style-type: none"> • Confirmation of dates and times. • Delivery location and times • Packaging instructions. • Transit times • Type of aircraft • Unloading instructions (note: forklifts are not available in small communities) • Load size (per lift) • Will fuel be required? 	By: Date:

Item	Responsibility	Actions		Note	Completed	Comments
10	Local government representative	<p>Retailers advised of the resupply times and dates. Send out information from second communication with retailers.</p> <p>Retailers advised to submit their orders to their suppliers (as per the communication)</p>		<p>If you have access to a local logistics company, consider engaging them to do the unloading of the aircraft and local deliveries.</p> <p>If no company exists use retailers or the SES, council may need to provide lifting and transport equipment if not available commercially.</p>	By: Date:	
11	Local and District representatives	<p>District/State Resupply</p> <p>District representative to organise loading of the aircraft if this is required.</p>	<p>Local Resupply</p> <p>Local government representative to organise loading of the aircraft if this is required.</p>	<p>This may involve the SES for smaller lifts or if there is going to be mixed transport. For larger resupplies consider the use of a logistics company at the loading end if outside of Quilpe.</p> <p>This will reduce the chance of extra good being loaded. This also allows the logistics company and the air transport company to organise their times and loads efficiently.</p>	By: Date:	
12	Local and District representatives	Resupply commences		<p>DDCC or LDCC to liaise heavily with transport company and LDCC to ensure times and loads are adhered to and the LDCC is aware of the arrival times and loads of each flight.</p> <p>Often it is advisable to give the pilot a number to call at the LDCC as the aircraft is ready to depart.</p>	By: Date:	

Item	Responsibility	Actions	Note	Completed	Comments
13	Local government representative	Local government representative to organise and/or monitor the progress of the resupply to the community. Speak with retailers to ensure they have received what they ordered. If District/State organised resupply, local representative to report any issues during the operation to the district representative.	This may include mix ups in loads or delays in aircraft.	By: Date:	
14	Local government representative	Resupply complete. If District/State organised resupply, local government representative to advise the district the resupply is complete.		By: Date:	
15	Local and District representatives	Once the resupply is complete, advise the district/state with complete figures on number of lifts, type of goods transported and total weight of goods.	The local and district representatives should keep a separate running sheet of local and community resupply that is undertaken. This data is often requested by media at short notice. Ensure that the SDCC Watch Desk has an up-to-date copy of this so that information is the same.	By: Date:	
16	Local and District representatives	Post resupply review	Look at areas for improvement. Examine stock levels and usage rates, if the isolation is expected to be protracted there may be a need to commence planning for the next resupply.	By: Date:	

D.3 Isolated Community Resupply Letter/Communication to Retailers

Initial communication with retailers – Letter proforma / discussion points

The LDMG can use the following information and template to inform retailers of resupply operations and gather necessary information from them. This information can be provided to isolated properties by phone, fax or email as appropriate.

<insert date here>

Dear,

The Quilpie Shire Council has requested a resupply of essential goods on or around the >>Date<<, due to our isolation and decreasing levels of essential goods.

The resupply will depart from >>Where<< for delivery to >>Where<< by aircraft then goods will be transported to >>Where<< by >>Transport type<<

To make this resupply work and provide the maximum benefit to the community only essential goods should be ordered. Fresh produce and dairy products >>are/are not<< acceptable >>however/and<< luxury items or items that the Quilpie Resupply Sub-plan considers unnecessary will be removed from your order. In addition to this due to the transport method some items (wet batteries and some chemicals) will not be transported due to safety reasons. Whilst all care will be taken with the transport of goods any loss through perishing or damage to stock will not be compensated.

When considering the quantities of goods, you require please plan for 14 days' worth of goods.

The goods you order will be transported at no cost to the retailer, the cost of transport will be met by the State Government; you are however required to buy the goods as per normal arrangements. As the goods will be departing from >>Where<< should you currently not have established accounts with suppliers in >>Where<< you will be required to arrange this.

In order for this resupply to occur we required that your business complete the following actions:

Compile an order for your suppliers, this list must detail what you are ordering including weights (in kg) and the name and location of the supplier. Do not submit this order to your supplier yet, the order is used for planning purposes and a member of the >>Name Local Government<< will advise when you should submit the order.

Complete the attached paperwork. This is a summary of the goods you require and will assist in determining the best method of transporting the goods.

Both the order form and the attached paperwork need to be returned to >>Who, email, fax<< by the >>Date<<

Once all the orders have been received you will receive another letter that will detail the time, location and any packaging instructions that need to be passed to your supplier when placing your order.

Should you have any questions or concerns regarding this process please feel free to contact >>Name<< on >>Phone. <<

Yours Sincerely

>>Signed by the Chair or LDC<<

Quilpie Local Disaster Management Group

D.4 Isolated Community Resupply Second Letter / Communication to Retailers

Second communication with retailers – Letter proforma/ discussion points

The template below is provided for local governments to consider using to inform retailers that the resupply operation has been approved and request they submit orders to suppliers.

<insert date here>

Dear <insert name here>,

As you would be aware the Quilpie Shire Council has requested a resupply of essential goods due to the current >>flood<< situation.

We thank you for submitting the required paperwork to the group.

In order for the resupply operation to commence you are required to undertake the following:

Attached is a copy of the order that you supplied to the Quilpie Shire Council on the >>Date<<. There may have been items crossed off your order, if this is the case these items were removed as those items do not comply with the current resupply policy or may be considered dangerous to transport. Please be assured that the same rational of reviewing orders was applied to all retailers in the shire.

You are now required to submit your orders to your supplier. The order that you submit must be the same as the orders attached to this document. At this stage of the resupply, you cannot add items to your order. Additional items added at this stage will disrupt the entire process and cause delays to the transport of goods.

Please pass the following details to your supplier:

Delivery location: >>Exact drop off point for goods, name of company or hanger number at airport<<.

Delivery Date: >>Date<<

Delivery time: Between >>Time<< and >>Time<< (other information such as there is cold storage available at the delivery location).

Packaging instructions: >>Varies dependent on type of aircraft<<

All weights and receiver details must be clearly marked on the goods.

Pallets are not to exceed 120cm in height.

Transit time is 3 hours so cold goods must be placed in insulated containers with ice.

The weight of the container and the ice must be included in the total weight.

Point of Contact at Dispatch point: >>Name and phone number<<.

Should your supplier not be able to supply the goods by the time stipulated or if there are any other changes, please contact us immediately.

Once the goods arrive at >>Where<< they will be delivered to your address by local courier, the Quilpie Shire Council will facilitate this. [Dependent on local arrangements].

Should you have any questions or concerns regarding this process please feel free to contact >>Who<< on >>Numbers<<.

Yours Sincerely

>>Signed by the Chair or LDC<<

Quilpie Local Disaster Management Group

D.5 Isolated Community Resupply Request form

REQUEST FORM DETAILS			
INSTRUCTIONS: Retail Outlet or Isolated Community is to complete form and forward to the Quilpie Local Disaster Coordination Centre (LDCC).			
TO:		From:	
Fax:		Telephone:	
Ph:		Facsimile:	
Email:		Email:	
FOOD AND BASIC GOODS RESUPPLY REQUEST DETAILS			
Date:		Time:	
Request Number: (To be numbered consecutively)			
Location:			
Has the wholesaler been contacted and advised of the situation?			
TOTAL WEIGHT OF SUPPLIES REQUESTED:		(Kilograms or Cubic Metres)	
INSTRUCTIONS: Please List wholesale outlets (if more than one) and order requirements. For Air Carriage: Loads to be in Kilograms (Kg) For Sea Carriage: Loads to be in Cubic Metres (m ³)			
Business Name:	Fruit & Vegetables:	Dry Goods:	Frozen/ Chilled:
	Kg/m ³	Kg/m ³	Kg/m ³
	Kg/m ³	Kg/m ³	Kg/m ³
	Kg/m ³	Kg/m ³	Kg/m ³
	Kg/m ³	Kg/m ³	Kg/m ³
CERTIFICATION			
I hereby certify that a resupply operation is necessary to maintain the physical and/or psychological welfare of the community and/or properties.			
Signature:		Name:	
Position:		Organisation:	
NOTE: Frozen / chilled food only to be carried if absolutely 'essential', if approved by the Disaster Coordination Centre organising the resupply transport, and if properly packed by the Wholesaler to ensure preservation for entire journey until retailer / community take delivery. Weight of frozen / chilled food to include weight of ice and packaging.			
LDCC USE ONLY			
Is the local government able to resupply the isolated community utilising available resources?			
Action taken:	LDCC complete resupply / request State resupply		
Approval Number:		Order Number:	
Above action certified by:			
Position:	Local Disaster Coordinator		



INSTRUCTIONS: If LDCC requires assistance to resupply the isolated community it must complete this section of the form and forward to the District Disaster Coordination Centre (DDCC). DDCC to review and forward to SDCC Watch Desk for action of Assistant Commissioner QFES.			
Last date normal supplies received:			
Period of isolation: (current and expected)			
Reason for isolation: (e.g. all roads cut, bridge out)			
Have ALL local food supply outlets and hospitals been contacted?			
Are mail services to the area being maintained:			
If No (please provide explanation):			
TOTAL WEIGHT OF SUPPLIES REQUESTED:			(Kilograms)
If approved, date supplies required:			
CERTIFICATION			
I hereby certify that a State resupply operation is necessary to maintain the physical and/or psychological welfare of the community and/or properties.			
Name:		Signature:	
Position:		Organisation:	
DDCC / QFES LIAISON USE ONLY			
Action taken:			
A) Request to Assistant Commissioner – QFES:			
B) Quotes for air/road transport:			
Details of Quotes:			
Quote 1:			
Quote 2:			
Quote 3:			
C) Reply to Local Authority:			
D) Approval Number:		Order Number:	
Above action certified by:			
Position:	District Disaster Coordinator	Signature:	

Note: This form can also be found at 3.6.3 of the Queensland Resupply Manual – M.1.205 (13 December 2021 version).

[M1205-Queensland-Resupply-Manual.pdf](#)



Annexure E - Isolated Rural Property Resupplies

The following templates and checklists are provided for use in the resupply of isolated properties within the Quilpie Shire LGA.

E.1 Operational Checklist for Resupply to Isolated Rural Properties

This checklist is provided for use in the resupply of isolated properties within your local government area. For resupply of retailers please refer to the operational checklist for Resupply of Isolated Communities.

Item	Responsibility	Actions	Note	Completed	Comments
1	Local government representative	Request for resupply received from isolated property/ properties.		By: Date:	
2	Local government representative	Inform district of proposed actions.		By: Date:	
3	Local government representative	Contact list for properties is completed.	Checked against council rates notices and local knowledge.	By: Date:	
4	Local government representative	All isolated properties in the local government area contacted and informed of potential resupply operations. Copy of "Information to isolated property" given or read to person and contact details completed.	Is there enough stock in town to satisfy these requests? If not, discuss resupply of retail outlets with LDC (CEO). Contact properties bordering the local government area.	By: Date:	
5	Local government representative	Copies of orders received from isolated properties (carbon copy of orders supplied to retailers).	These need to be approved by the LDC.	By: Date:	

Item	Responsibility	Actions	Note	Completed	Comments
6	Local government representative	Contact helicopter (or aircraft) providers and obtain quotes and determine availability.	This should be in accordance with council purchasing policy. The quote will only be for \$/ hr. Consider the use of a local provider that knows the area. Also consider the type of aircraft, the possibility of concurrent activity and check aviation fuel levels	By: Date:	
7	Local government representative	Ensure requests comply with the resupply guidelines.	LDC can liaise with the QFES member to ensure request are warranted and compliance with the guidelines	By: Date:	
8	Local government representative	LDC approves quote from aircraft provider.	The LDC must be satisfied that this offers value for money. The total cost will be an estimate at this stage. The LDC must ensure that the intended use of the aircraft fits the guidelines of the QDRFA and/or that Council accepts the cost.	By: Date:	
9	Local government representative	Transport provider engaged.		By: Date:	
10	Local government representative	All properties and retailers informed of the commencement date for resupply.	Include clinic, pharmacy and post office.	By: Date:	
11	Local government representative	On arrival of aircraft meet with pilot.	The pilot should be provided with a list of the properties to be resupplied and the quantities for each property to develop a flight plan based on this data.	By: Date:	
12	Local government representative	Assign SES or local government person/s or QFES Air Base Manager to assist pilot.	This person will work with the pilot and retailers to ensure that goods are loaded in the right order at the right time. They will collect the goods and deliver them to the airport.	By: Date:	
13	Local government representative	Resupply commences and the property resupply details sheets are completed during the resupply operation by the person assisting the pilot.	District informed of quantity of goods and number of properties that are being resupplied.	By: Date:	

Item	Responsibility	Actions	Note	Completed	Comments
14	Local government representative	Resupply complete.	District to be informed.	By: Date:	
15	Local government representative	Final check.	LDC is to authorise the release of the aircraft. The LDC must be certain that the resupply is complete and that there are no other tasks for the aircraft before it is released.	By: Date:	

E.2 Isolated Property Resupply Information

Local Disaster Management Groups can use the information and template below to inform isolated property residents of resupply operations, gather necessary information from them, and track resupply operations. This information can be provided to isolated properties by phone, fax or email as appropriate.

Resupply Information

The Quilpie Local Disaster Management Group is planning to resupply isolated properties in the Quilpie local government area with essential goods due to the isolation currently experienced.

It is intended that the resupply will commence on *<insert date>* . It will be conducted by *<insert transport>*.

The process for this type of resupply is that isolated property residents order the goods that they require through local suppliers. They must pay for the goods that ordered as normal. There will be no cost to residents for the transport of these goods; the Council will pay for the hire of the transport.

Where possible, property residents should ensure they order enough for the expected period of isolation. However, space on helicopters is limited; residents must keep this in mind when placing their orders. **The limit per property is *<insert weight in Kg>* (may or may not be used and must take into consideration the number of people on the property).**

Also be aware that dangerous goods cannot be flown, this includes most flammable liquids.

If medications are required, residents must contact the clinic/pharmacy and arrange for scripts to be filled or a new script written as soon as possible.

The Quilpie Local Disaster Management Group will arrange for any mail that may be in town to be delivered as well (if within load limits), if residents have items to post they must have these ready for the helicopter. All parcels must have a dangerous goods declaration with them.

Orders

Residents must ensure that orders are placed with the retailer by *<insert date>*. A copy of the orders must also be sent to the Quilpie Local Disaster Coordination Centre office by fax: *<insert number>* or email: *<insert email address>*.

Should residents have any questions regarding the resupply please call on or email *<insert name and email address>*.

E.3 Property Contact Details

Please note: This form can be used in a spreadsheet format if required.

PROPERTY CONTACT DETAILS	
Name of Property:	
Number of persons currently on property:	
Adult Males: (and ages)	
Adult Females: (and ages)	
Children: (and ages)	
Does any person have a medical condition that they believe may be relevant? (will be treated as confidential)	
If on medication, how many days of medication have they got left?	
GPS position of homestead (if Known) Lat/Long:	
Is there a clearing near the homestead that will accommodate a helicopter landing?	
Is your airstrip currently open and accessible?	
Are there any hazards near the landing pad or airstrip? (power lines, aerals)	
Phone number:	
Fax number:	
Satellite phone number:	
UHF channel used:	
Any additional information that you believe may be of assistance.	
Completed by: (name and date)	
Thank you for taking the time to completing this document. Please be assured that the information collected will only be used by the Quilpie Local Disaster Management Group.	

Please note: This form can be modified into a spreadsheet by the LDCC to record all property details in one document.

[illegible]

Other Details

E.5 Flight Manifest

Quilpie LDMG DISASTER OPERATIONS

Note: Suggest the use of QFES Air Base Managers to assist with manifest in accordance with state/district Air Services Coordination Instructions.

ISOLATED PROPERTIES RESUPPLY – FLIGHT MANIFEST	
Date:	
Destination/Area:	
Incident :	
Sortie Number:	
Purpose:	
Time Out:	
Time Due in:	
Latitude:	
Longitude:	

Weight	Goods	Remarks
Special Instructions		



Annexure F – Disaster Operations Capability and Capacity

Hazard: Flood (Major)	Capability/Resources	Capacity/Duration	Requirements / Gaps
Warnings	Bureau of Meteorology & Quilpie Shire Council	1-5 days lead time – Blackwater Creek @ Adavale 1-5 days lead time – Bulloo River @ Quilpie 1-5 days lead time – Bulloo River @ Thargomindah 1-5 days lead time - Paroo river @ Chums Plain 1-5 days lead time - Beechal Creek @ Cheepie <i>*dependent on weather event</i> <i>*with the exception of an abnormal weather event</i> <i>*please see attached Bulloo River Floodwater Timeline for more detailed timeframes</i>	Online & print pre-event bulletins and updates to: <ul style="list-style-type: none"> • shire communities • properties • general public
Transport	Quilpie Diamantina Development Road	1-5 days (closed)	Road Closure SITREPs – Local Government and QPS <i>*Road closure timeframes dependant on weather event and damage to road</i>
	Quilpie – Quilpie Thargomindah Road Road	1-5 days (closed)	
	Quilpie -Windorah Road	1-5 days (closed)	
	Eromanga – Cooper Development Road	1-5 days (closed)	
Re-supply (food, medical, fuel and fodder)	Flood boat Aerial – Rotary/Fixed wing	Quilpie 7 – 14 days depending on stock levels and last resupply Eromanga 6-7 days Adavale 3-4 days Toompine 2-7 days Cheepie 5 days Isolated properties 5-10 days	Aerial support – Fixed wing / helicopter
Medical Evacuations	Charleville <ul style="list-style-type: none"> • QAS; and RFDS Quilpie <ul style="list-style-type: none"> • QAS and RFDS 	QAS affected by road closures RFDS used as required and weather permitting	Dependant on Flood heights/roads RFDS as per Qld Health protocols Alternative – Helicopter transport

Hazard: Flood (Major)	Capability/Resources	Capacity/Duration	Requirements / Gaps
SES FBO	Quilpie <ul style="list-style-type: none"> • (1) SES flood boat • (3) operators Charleville: <ul style="list-style-type: none"> • (2) SES flood boat • (7) operators 	Satisfactory capability	Extra SES FBO members: <ul style="list-style-type: none"> • Roma • Cunnamulla • Charleville (access, rosters, accommodation, catering, etc.)
Recovery	Damage assessment and management (roads / infrastructure / buildings) <ul style="list-style-type: none"> • Local Government / DTMR • SES and RFS • Ergon / Telstra 	Dependant on flood height, impact and duration Short term / immediate	Long term recovery & NDRRA support – (LDMG / DDMG and QRA / DDCRC)

Annexure G – Sample South West Resupply Brochure

The full brochure can be located under SW Qld LG – LDMG Resupply Brochure in the disaster management folder.

The 7 day resupply process

During a disaster, when an isolated community or property is in need of resupply of essential food items and/or medication, transport of these items may be arranged through the Local Disaster Management Group (LDMG) with approval from District Disaster Management Group.

Day 0 Determine resupply needs and approach LDMG.

Day 1 Resupply is approved by the DDMG.
LDMG processes requests.

Day 2 Isolated Communities place order for essential food items and must organise payment with their suppliers;
Isolated property owners place essential food item requests with local outlets and must organise accounts/payment.

Day 3 Specifics of each resupply is sent to the LDMG, who then schedules each resupply to be delivered.

Day 5 LDMG schedules deliveries with each air charter company. NB This can take 24-48 hrs

Day 6 Isolated Community re-supply—Local businesses are to contact their suppliers and arrange for the goods to be delivered to the charter company as advised by the LDMG.
Isolated Property re-supply—Goods are to be packed and labeled by the local outlet and organize delivery of resupply to pick up point as advised by the LDMG. Goods must be labeled and packaged correctly ensuring that perishables will last the duration of transport.

Day 7 Community re-supply—Goods are delivered to airport or airstrip and are collected by local business.
Property re-supply—Goods are delivered as organised by the LDMG. This may be by air, rail or road.

Are you at Risk?

BE PREPARED

- Know your local area, and be familiar with flooding trends including flood levels, flood location, and flood duration.
- Have an emergency kit on hand, including a battery operated radio, torch, first aid kit and spare batteries.
- Maintain a list of emergency numbers.
- Identify emergency routes and centre.
- Maintain a supply of water, non-perishable food items & medication.

STAY ALERT

- Stay tuned to local media for current weather advice and warnings.
- Be aware of your surroundings and don't let children play in or near flood waters.
- Always follow instructions and directions from local authorities in a timely manner and orderly fashion.
- Be ready to evacuate if necessary.

ACT SAFE

- Never drive, swim or wade in or through flood waters.
- Continue to monitor your local media (ABC radio) for updated information and advice.
- Know your ABC radio frequency.

If it's flooded, forget it.

Just a small amount of floodwater can wash your vehicle away.

www.qld.gov.au/emergency

BE AWARE AND PREPARED

RESUPPLY DURING EVENTS

ARE YOU ISOLATED?

www.Balonne.qld.gov.au
www.Murweh.qld.gov.au
www.Paroo.qld.gov.au
www.Bulloo.qld.gov.au
www.Quilpie.qld.gov.au

Shires of Balonne, Paroo, Bulloo, Quilpie, Murweh

RESUPPLY TO PROPERTIES AND ISOLATED COMMUNITITES

PLAN AHEAD

In order for the process of resupply to meet your needs, whether you are an isolated property or isolated community, you must determine your essential food requirements for the week/fortnight, seven (7) days in advance. The resupply process is instigated by the community to meet community needs, therefore the Local Disaster Management Group and the District Disaster Management Group respond only to the information they are provided.

The resupply process will not keep retail outlets fully stocked but does aim to ensure that essential supplies are available to the community. There will be times during isolation that certain items will not be available in your region, and transport constraints will mean that the due to prioritization of items, some goods will not be available.

Prior to the annual flood season individuals and businesses should prepare for the season by stocking up on essential items including medication, food, drinks including water, fuel, batteries, frozen goods and any other items that may be in short supply.



WHAT YOUR LOCAL GOVERNMENT WILL PROVIDE

Every local government body in Queensland has established a Local Disaster Management Group (LDMG). The role of the LDMG is to manage requests of assistance from the local community during a disaster. When resupply is required, the LDMG will process the requests from the community and once approved, will organise the transportation of the goods to the isolated community or property.

WHAT CAN I ORDER

Basic foodstuffs – preferably either dried or tinned or otherwise packaged to last 'on the shelf' without special storage requirements (ie not chilled or frozen) by the isolated properties;

Basic cleaners, disinfectants and the like to enable properties to maintain adequate hygiene practices (subject to clearance by the carrying agency) excluding aerosols;

Baby foods, formula feeds for babies and nappies (the use of cloth nappies instead of 'packaged' nappies should be encouraged wherever possible);

Foodstuffs other than above to meet special dietary requirements (on certification by an appropriate medical authority);

Medicines and medical supplies, water purification tablets/treatments (subject to clearance by the carrying agency);

Dried pet foods (tinned pet food should be obtained prior to isolation);

Aviation fuel (subject to it being used for reconnaissance

or to resupply local homesteads). Aircraft slinging payloads may limit the ability of Local Governments to undertake this task. If in doubt, refer to DDMG for assistance;

Batteries (subject to clearance by the carrying agency) for powering transistor radios, or hand held/portable radio transmitters/receivers;

Other goods which, in the opinion of the XO (on advice from the appropriate authority), are deemed necessary to maintain the physical and/or psychological welfare of the inhabitants of the isolated communities

WHAT CAN'T I ORDER

- *LPG, industrial gases, Fuel, oils, explosives
- *Chilled goods eg Fresh Milk
- *Frozen goods
- *Aerosols
- Machinery parts
- Soft drinks and Ice Cream
- Alcohol and Tobacco
- Non-essential / Luxury items

(* These items may be taken if suitable transport can be sourced.

RETAILERS RESPONSIBILITIES

Label, weigh and package the requested goods or isolated property resupply. • Place the orders, organise payment and deliver orders to the nominated depot for pick up. • Retailer may need to establish accounts with suppliers in these areas that you may not normally deal with. • Keep accurate records of orders received. • Provide suitable storage for goods in transit. • Take responsibility for spoiled goods.

PAYMENT OF GOODS

The payment of goods is the responsibility of the property owner or person requesting the items. Suitable packaging of the goods for transport via road, air or water (including ensuring 'essential items' only) is the responsibility of the retail outlet. Transportation of goods to the designated delivery address or Resupply Drop Point as identified by the Transport Coordinator are arranged. This process should be clearly identified to all parties prior to the commencement of resupply operations with Council.

Annexure H – Pantry List

The two page document can be found in the disaster management folder under Pantry List.

Emergency pantry list

- This list should only be used as a guide for items that may assist in an emergency situation and should be customised to meet your individual household needs.
- It is suggested that households should hold sufficient supply of food, water and essential items to enable a household to be confined at home for up to 14 days.
- Food supplies should be continually used and replenished.
- Expiry food is rotated, and use by dates are checked regularly.

Managing at home

If you do find yourself and your family in a situation where you are confined, or choose to be confined at home during or following an emergency, there are several things you should consider to ensure you manage your supply of food in the best possible way.

These include:

- If the power is out, use refrigerated/frozen food products first.
 - Refrigerated foods will remain safe for up to 4 hours after a power failure.
 - Frozen foods will remain safe for up to 1 day after a power failure.
 - Keeping the refrigerator/freezer door closed as much as possible may keep food safer for longer, however a thermometer should be used to ensure food has not exceeded 6°C.
 - Freshly cooked products stored at room temperature (ie not in the fridge) will remain safe for up to 4 hours after cooking.
- Consume other perishable products (eg fresh fruit and vegetables, bread) before consuming long life products.
- When purchasing products for your pantry, aim for ready-to-eat products that do not require cooking (in case gas or electricity supply is disrupted).
- Ration food/water supplies based on how long you expect to be confined at home.

Recommended option	Household daily consumption	Total quantity for 14 days
Ready to eat canned/bottled food		
Meat		
Fish		
Fruit		
Juice		
Vegetables		
Soup		
Pasta sauce		
Dried and long life food		
Ready-to-eat meals		
Breakfast cereal		
Flour/bread		
Milk powder/UHT milk		
Soup mix		
Dried vegetables		
Rice and pasta		
Long life cheeses		
Tea/coffee/drinking chocolate		
Sugar		
Snack food		
Dried fruits		
Nuts		
Biscuits		
Spreads		
Crackers		
Snack bars		
Drinks		
Bottled water (3 litres/person per day)		
Water sterilising tablets		
Concentrated juices/sports drinks		
Baby supplies		
Baby food/baby formula		
Nappies and wipes		
Pet food		
Pet food (canned/dry)		
Toiletries/cleaning products		
Toilet rolls		
Soap and shampoo		
Feminine hygiene products		
Rubbish bags		
Tissues and paper towels		
House and laundry cleaning/disinfectant products		
Emergency power supply backup		
Batteries		
Portable radio		
Manual can opener		
Torch, candles and matches		
Health supplies		
First aid kit		
Adult and children analgesics/pain killers		
Face masks		
Protective gloves		
Thermometer		
Alcohol based handwash/bleach/wipes		
Other items		
Prescribed medications		
Other preferred household supplies		

Annexure I – Sample of Resupply Procedures

SMALL FOOD / MEDICAL RESUPPLY PROCESS

1. Use Request for Assistance form to records callers Name, Telephone number Property Name and Property location. Seek a brief overview of the nature of their request.
2. Check the Property Register to confirm that the property lies in the Shire and if the request requires the use of a helicopter to action it.
3. The Local Disaster Coordinator (LDC) will need to sign and approve all requests.
4. For unapproved requests, let the caller know why their request will not be processed (eg. not considered a priority, the road is expected to be opened the next day etc.) At this point record the reason why on the form, do not proceed any further with completing the form.
Write 'CANCELLED' across the form and file in the appropriate sections of the resupply folder.
5. If approved, use the LDMG resupply script and fill in a 'Property Contact Details' form.
6. Useful questions additional to the property detail form include;
 - Do you live in the Shire?
 - How urgent is the food/medication?
 - How many days of food/medication do you have left?
 - Get their closest road
 - Confirm their telephone number and the UHF/VHF channel they use.
 - Seek any further information that would help locate their property – property name on the roof/ colour of roof/ any tanks / distinguishable features and record on the Property Contact Details form if not completed already.
 - Ask if they know the longitude and latitude of the property in Degrees Minutes' and Seconds" (important to use this format when recording it on the form), however if not possible, helicopter operators can convert it
 - If the person has a medical order write "Medical" on the form
 - Confirm if they do have medication ordered how many days they have left of their medication (the urgency) for flight scheduling purposes.
7. Inform the Property Owner to place the order however it may not be dispatched today and ring the Transport Coordinator when they have done so. Give them the RFA Number and ensure this is marked on the outside of all boxes/parcels together with the weight of each box/parcel.
8. When the caller phones back to confirm that they have placed an order, it is essential to;
 - Confirm the name of their property
 - Confirm their telephone number and the UHF/VHF channel they use.
9. Locate and mark the property on the shire/regional council map using the resupply number.
10. Liaise with Australia Post regarding possible mail for stations or properties.
11. Use all resources available to confirm the latitude and longitude of the property (e.g. Google Earth, rates program etc). Work with QFES Liaison Officer to complete a final check.
12. Compile a list of RFA's in same general area to increase efficiency of aircraft usage. Generally called a sortie.
13. Fill out a flight manifest for each flight ensuring you include all RFA numbers for the relevant trip on the form. This will assist with reconciliation of the bills at a later date.
14. Take a photocopy of all forms, RFA and the Flight Manifest.
15. Schedule the trip and advise the suppliers which RFA's to pack and have ready for pickup.
16. Organise a runner to collect orders and deliver to Transport Coordinator/Aircraft Liaison at Airport.
17. Transport Coordinator/Aircraft Liaison complete Aircraft log paying particular notice of start and completion times.
18. Coordination centre staff to ring property owner and advise resupply underway and listen for helicopter. Can be within next few hours.
19. Upon return of sortie document time completed in Aircraft Log.

At the completion of resupply operations daily:

- a summary of all resupplies is to be emailed to the DDCC.
- Details to be added to Daily sitreps.

NOTE: Requests for Isolated Community resupply or the movement of evacuees etc. requires a different process.

Annexure J – Bulloo River floodwater timeframes



Quilpie Shire Pandemic Response Plan

(To be reviewed annually by 1st March every year)

Version 3.1

July 2022





Document Control

This Quilpie Pandemic Response Plan is a controlled document and is not to be altered or amended. The Plan is a Sub-Plan to the Quilpie Local Disaster Management Plan.

The controller of the Plan is the Quilpie Local Disaster Coordinator (LDC). Any proposed amendments to this Plan should be made in writing to:

The Local Disaster Coordinator
 Quilpie Local Disaster Management Group (LDMG)
 50 Brolga Street
 PO Box 57
 QUILPIE QLD 4480

The LDC may approve inconsequential amendments to this Plan. Any changes to the intent of this Plan must be endorsed by the Quilpie LDMG and approved by Quilpie Shire Council.

The following table lists all approved changes and amendments to this plan.

Amendment Register

Version	Issue Date	Comments	Prepared By
1.0	April 2020	Creation of a new sub-plan - Draft Version	J. Tyson
2.0	April 2020	Quilpie LDC	Council's Pandemic Committee (CPC)
3.0	May 2020	LDMG Review	Quilpie LDMG
3.1	July 2022	LDMG Review & Endorsement	Leo Jensen Consulting
4.0	December 2022	Quilpie Shire Council Adoption	Lisa Hamlyn

This plan will be reviewed annually or post activation by the Quilpie Council and LDMG.

The Quilpie Shire Council (QSC) would like to acknowledge the assistance of various state agencies, the Balonne Shire Council and Cassowary Coast Regional Council for sharing information and providing necessary content direction.





Definitions

Pandemic	Epidemic on a global scale
Epidemic	An outbreak or unusually high occurrence of a disease or illness in a population or area.
Social distancing	A community level intervention to reduce normal physical and social populations mixing in order to slow down the spread of a pandemic throughout society. Social distancing measures include school closures, workplace measures, cancellation of mass gatherings, changing public transport arrangements and movement restrictions.
Influenza	<p>A highly contagious disease of the respiratory tract caused by the influenza virus. Symptoms vary depending on the strain of the virus. Generally, it is characterised by rapid onset of respiratory illness and generalised signs and symptoms including:</p> <ul style="list-style-type: none"> • Fever - 38°C or above; • Cough; Sore throat; • Muscle and body aches; • Headache; Chills; Fatigue; • Nausea, vomiting, diarrhoea can also occur (more common in children); • Severe illness including pneumonia and respiratory failure can develop; • Complications such as sinusitis, pneumonia, bronchitis and ear infections and worsening of underlying chronic health problems can also develop; and • Death can also occur due to severe illness or complications. However 90% of fatalities occur in people 65 years or older.
Cleaning	The physical removal of foreign material, (e.g. dust, soil, organic material such as blood, secretions, excretions and micro-organisms). Cleaning physically removes rather than kills micro-organisms. It is accomplished with water, detergents and mechanical action, and must precede disinfection and sterilisation.
Disinfection	<p>The inactivation of non-sporing micro-organisms using either thermal or chemical means. Disinfection can be achieved with an alcohol or chlorine based chemical. This can be done by using either:</p> <ul style="list-style-type: none"> • 1 in 50 dilution of 5% liquid bleach; • Anti-bacterial office wipes; • Hospital grade disinfectant.
Hand hygiene	A general term that applies either to hand washing, or use of an antiseptic hand wash, an antiseptic hand rub, or a surgical hand scrub.
Hand washing	The washing of hands with plain (i.e., non- antimicrobial) soap and water. This process removes soil and micro-organisms.





This Plan is to be read in conjunction with the following documents:

Australian Health Management Plan for Pandemic Influenza 2019 (AHMPPI)

[https://www1.health.gov.au/internet/main/publishing.nsf/Content/519F9392797E2DDCCA257D47001B9948/\\$File/w-AHMPPI-2019.PDF](https://www1.health.gov.au/internet/main/publishing.nsf/Content/519F9392797E2DDCCA257D47001B9948/$File/w-AHMPPI-2019.PDF)

Queensland Health Pandemic Influenza Plan 2018

https://www.health.qld.gov.au/data/assets/pdf_file/0030/444684/influenza-pandemic-plan.pdf

Queensland Whole of Government Pandemic Plan 2020

https://www.qld.gov.au/data/assets/pdf_file/0025/124585/FINAL-QLD-WoG-Pandemic-Plan.pdf

Queensland Health Disaster and Emergency Incident Plan, QHDISPLAN, June 2019

https://www.health.qld.gov.au/data/assets/pdf_file/0031/628267/disaster-emergency-incident-plan.pdf

Queensland State Disaster Management Plan, 2018

<https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>

Queensland Health relevant links - <https://www.health.qld.gov.au/public-health/disaster/management>

Whilst some key tables are sourced from these plans this Plan does not reiterate the information contained with the Australian Health Management Plan for Pandemic Influenza 2019 (AHMPPI) or the Queensland Health Pandemic Influenza Plan 2018 or other relevant plans such as the Queensland State Disaster Management Plan 2018 and the Queensland Health Disaster and Emergency Incident Plan, June 2019 (QHDISPLAN).

Important Note:

The plan may also be applied to the management of other highly transmissible respiratory infections associated with significant morbidity or mortality, including severe seasonal influenza.

Reference documents include:

The *WHO Influenza Risk Management Guide* introduces a risk-based approach to pandemic influenza risk management and encourages Member States to develop flexible plans based on national risk assessment, and considering the global risk assessment conducted by WHO

The *Australian Health Management Plan for Pandemic Influenza* (AHMPPI), the federal government health sector pandemic influenza plan, outlines the agreed arrangements between the Australian Government and State and Territory Governments for the management of an influenza pandemic.

The Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19) outlines the approaches to responding to a COVID-19 throughout the different stages of the event.

Emergency Response Plan for Communicable Disease Incidents of National Significance: National Arrangements establishes agreed national coordination and communication arrangements for the management of communicable disease incidents of national significance, consistent with the high-level crisis management arrangements outlined in the Australian Government Crisis Management Framework.

The Queensland Health Pandemic Influenza Plan (to be read in conjunction with the Queensland Health Disaster and Emergency Incident Plan) provides a strategic outline of QH responses to an influenza pandemic. It does not include detailed operational procedures.

The Queensland State Disaster Management Plan (QSDMP) describes Queensland's disaster management arrangements (QDMA) that implement the guiding principles and objectives of the Disaster Management Act 2003 along with the Emergency Management Assurance Framework (EMAF). All events, whether natural or caused by human acts, should be managed in accordance with the QSDMP.

Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline provides flexible, good practice suggestions and advice to those responsible for implementing disaster management practices

Queensland Recovery Plan provides information and guidance on the governance, planning and operations issues relating to disaster recovery for all hazards.





Table of Contents

Document Control.....	1
Amendment Register	1
Definitions.....	2
1.0 INTRODUCTION.....	5
2.0 PURPOSE.....	5
3.0 BACKGROUND	5
4.0 SCOPE.....	6
5.0 OBJECTIVES	6
6.0 STRATEGIES	6
7.0 COUNCIL'S PANDEMIC COMMITTEE.....	8
8.0 COORDINATION AND CONTROLE	9
9.0 CRITICAL FUNCTIONS	17
10.0 RELATED DOCUMENTS.....	17
11.0 USEFUL RESOURCES FOR COUNCILS	17

APPENDICES

APPENDIX 1 - TERMS OF REFERENCE.....	19
APPENDIX 2 – LOCAL AND STATE GOVERNMENT ROLES	21
APPENDIX 3 - COMMUNICATION PLAN	23
APPENDIX 4 – HUMAN RESOURCE GUIDELINES	27
APPENDIX 5 - TOOLKIT FOR INTERNAL STAFF	32
APPENDIX 6 – SUPPLIES	39
APPENDIX 7 – COUNCIL'S PANDEMIC ACTION PLAN	40





1.0 INTRODUCTION

- 1.1 This plan outlines the Quilpie Shire Council's (QSC) proposed response in the event of a pandemic to maintain critical functions and services to the community. The plan has been developed for a pandemic situation, however, will have specific references to Coronavirus, COVID – 19. This document should be read in conjunction with the Quilpie Shire Council's Business Continuity Plan.

2.0 PURPOSE

- 2.1 The purpose of this plan is to ensure the organisation is adequately prepared to respond to a pandemic and the potentially reduced number of staff within the organisation due to illness. This is to ensure that critical functions of council affecting the Quilpie Shire community are maintained.

3.0 BACKGROUND

- 3.1 Influenza (flu) is a contagious respiratory illness caused by the influenza virus. Influenza can cause mild to severe respiratory tract infections, predominantly in the winter months (seasonal influenza). Serious outcomes of influenza infections can result in hospitalisation or death. Some people, such as the young and the elderly, indigenous people or those with pre-existing comorbidities, are at a higher risk of serious influenza complications and hospitalisation.
- 3.2 The virus can be spread via two main pathways – respiratory and physical contact.
- (1) Respiratory – when an infected person exhales/sneezes, their droplets can infect the eyes, nose and mouth of an uninfected person (standing within a metre).
 - (2) Contact – an uninfected person accidentally infects themselves by touching their own eyes, nose, or mouth with contaminated hands. Hands can be contaminated by touching, contaminated surfaces or objects.
- 3.3 Respiratory droplets and contact spread are the easiest modes of influenza transmission in the community.
- 3.4 The virus cannot survive for long in the environment. Therefore, people touching freshly soiled items will increase their chance of acquiring an infection.
- 3.5 Pandemics such as the Spanish Influenza (1918), Swine Flu (2009) and Avian Flu (2010) have been an irregular but repeated occurrence during the last century. The risk of a pandemic is current with the Coronavirus in Jan 2020 & others may become apparent in the future due to an increasingly mobile population.
- 3.6 The impact of a pandemic will be Council's ability to protect employees whilst in the workplace plus the consequences for Council to provide expected services to the community with a significant reduction in personnel. This will be from staff who become ill themselves or who are needed at home to care for ill family members or school children if school has been suspended.





4.0 SCOPE

- 4.1 All employees of Council have a responsibility to assist in minimising the spread or preventing opportunities for transmission amongst council staff, volunteers, contractors, their families, and the community.
- 4.2 This plan details Council's actions and aims to ensure that staff will be protected, and volunteers and contractors will have the knowledge to make decisions and the community can, as far as is possible, be confident that the maintenance of critical functions and services to the Quilpie Shire community will continue during a pandemic.
- 4.3 The information in this plan is to be distributed and communicated to all employees, volunteers, and contractors for action by those persons responsible for its implementation and operation at all levels within the organisation.

5.0 OBJECTIVES

- 5.1 Provide accurate and timely information to all council staff to ensure they are well informed about the situation and have adequate health advice to take measures to protect themselves.
- 5.2 Ensure Council's critical functions are maintained.
- 5.3 Minimise transition to Council staff.

6.0 STRATEGIES

- 6.1 The strategies that will be introduced to ensure the objectives are met include:

- *Communication*

It will be important for the success of the response to ensure that timely information is provided to council staff. Office of the CEO will disseminate any relevant information provided by Federal and State Government including the pandemic phase and risk of transmission. Information and updates will be provided through a number of different media – e.g., water cooler meetings, team meetings, regular emails, information with payslips, letters, posters and paper-based information.

- *Ensure critical functions are maintained:*

Quilpie Shire's Business Continuity Plan (BCP) is to be reviewed and each section is to ensure that vital information regarding key personnel, skills and core business functions are kept up to date. The BCP will assist with maintaining critical functions of council with reduced staff numbers due to illness within the community.





A pandemic presents a unique challenge to business units in the management of staff absenteeism and the maintenance of essential services. The resource requirements or impacts of disasters or emergency incidents may require business continuity plans to be activated in parallel with disaster and emergency plans.

All business units within Council need to have in place emergency preparedness and continuity management plans that incorporate aspects specific to a pandemic. This will primarily be to manage surges in staffing requirements to ensure continuity of council services to the community, or to maintain critical business functions in cases of impact to facilities or systems.

- *Minimise transmission*

Measures will be taken to ensure that transmission of the virus to staff is reduced. Several strategies will be employed, including:

- ✓ Remind all staff of good personal hygiene practices.
- ✓ Encourage staff to have annual influenza vaccination programme.
- ✓ Hand sanitiser placed at all customer service areas.
- ✓ Hand sanitiser available within the workplace.
- ✓ Encourage staff displaying symptoms to stay away from the office
- ✓ Introduction of social distancing.
- ✓ Reduce the number of meetings and encourage telephone, or virtual solutions such as video conferencing.
- ✓ Reducing customer face to face contact (where possible);
- ✓ Have staff move to different workspaces to avoid infecting whole teams (where possible)
- ✓ Introduce options for some staff to work from home; and
- ✓ Distribution of personal protective equipment to reduce transmission, as required (i.e., face masks, tissues, gloves, alcohol wipes etc.).

- *Protect staff and customers*

Staff will be encouraged to remain at home if they suffer symptoms. This will ensure that further spread of the disease does not affect co-workers. If any of their family is also suffering symptoms staff will be given the opportunity to remain at home to take care of their family. Staff will be given personal protective equipment should the need arise and changes to customer interfaces may also be triggered to reduce face to face contact with customers. Additional cleaning of work surfaces and public areas will also be instigated.





7.0 COUNCIL'S PANDEMIC COMMITTEE

7.1 The Council's Pandemic Committee (CPC) comprises of the following members:

- Chief Executive Officer
- Local Disaster Coordinator
- Local Recovery Coordinator
- Director of Corporate & Community Services
- Director of Engineering Services
- Manager Workplace Health & Safety
- Manager Finance & Administration
- Environmental Health Officer
- Manager Governance & Compliance
- Human Resources Officer
- IT Officer

7.2 Office of the CEO will provide support services to the CPC to distribute information internally. The CPC will draw upon departmental representatives as and when required.

7.3 Operations relating to a pandemic situation will be managed by the CPC and consistent with advice from the LDMG and lead agency – Qld Health.

7.4 The CPC will meet when required (i.e., when there is an imminent risk).

7.5 During a pandemic situation, the CPC will hold additional meetings to oversee and coordinate Council's pandemic response.

7.6 Roles and Responsibilities - To actively participate in the reviews and evaluations of the Quilpie Shire Pandemic Plan and provide expert advice to help refine the roles and responsibilities and key actions required to ensure the effective implementation of the plan.

7.7 To review resources available to assist in the activation of this plan.

7.8 To communicate this plan across the organisation and provide the appropriate training as required.

7.9 To actively participate in the Pandemic Committee meetings.

7.10 To actively participate in any 'mock' exercises testing the performance of this plan and provide constructive evaluations and suggested improvements as part of disaster management.

7.11 Meetings - To be held when there is an imminent risk. Meetings to be called by the CEO or their delegate. Members may request a special meeting depending on the circumstances.

Refer to Appendix 1 – Council's Pandemic Committee Terms of Reference





8.0 COORDINATION AND CONTROL

- 8.1 In accordance with the Whole of Government (WoG) Pandemic Plan the LDMGs are responsible for:

Preparedness - to incorporate pandemic planning into existing local disaster management plans as part of preparation.

Response – identify and secure resources required to assist establishment of assessment clinics and/or staging facilities.

Response – identify and secure resources required to meet mass isolation requirements.

Response - identify and secure resources required to meet mass isolation, quarantine, and detention requirements.

Response - identify and secure resources required to meet mass fatality requirements.

- 8.2 The Quilpie LDC, CEO and Council's Pandemic Committee (CPC) will play a lead role in implementing this plan through the support of council's workforce.
- 8.3 The CEO, LDC and CPC will have overall responsibility for ensuring council's critical functions are maintained. In the event of a natural disaster where the Local Disaster Management Group is required to respond then the CEO will delegate to another member of the Executive.
- 8.4 Each Department will be required to implement the Business Continuity Plan during a pandemic about maintaining critical functions.
- 8.5 The CPC is responsible for updating and reviewing this plan on an annual basis each year.
- 8.6 The CPC will update their Business Continuity Plan before 15th March each year.

*Refer to **Appendix 2 – Local and State Government Roles***

*Refer to **Appendix 3 – Communication Plan***

*Refer to **Appendix 4 – Human Resource Guidelines***

*Refer to **Appendix 5 – Toolkit for Council Staff***

*Refer to **Appendix 6 – Supplies***

*Refer to **Appendix 7 – Council's Pandemic Action Plan***



The framework for Council's Pandemic Co-ordination is depicted in diagram 1.

Diagram 1 – Pandemic Coordination Framework

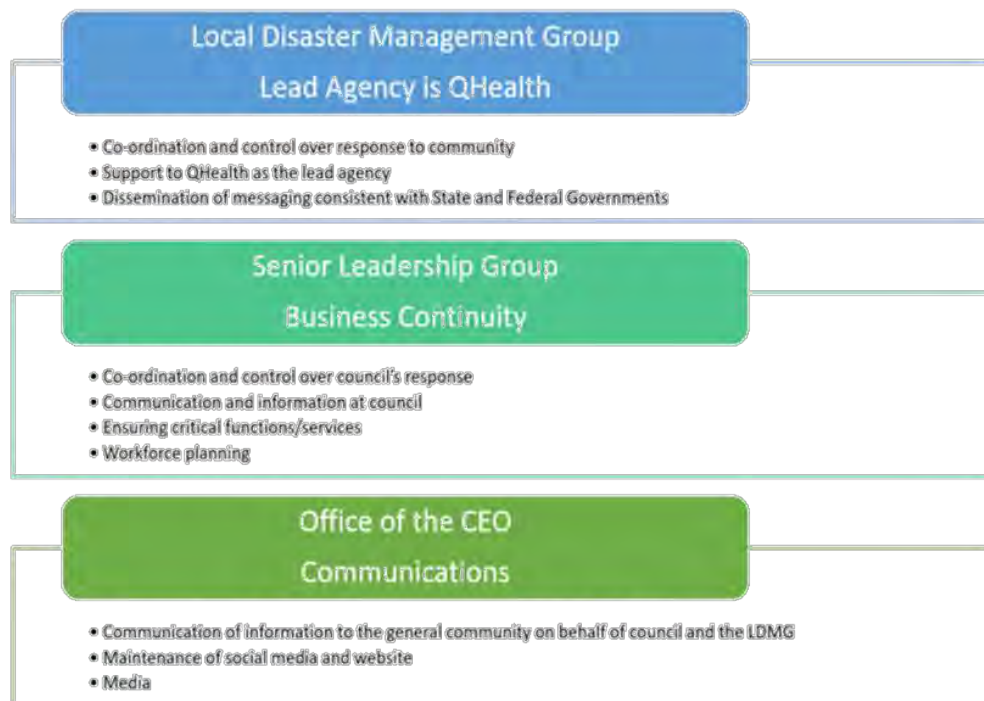


Diagram 2 – Pandemic Documentation Overview

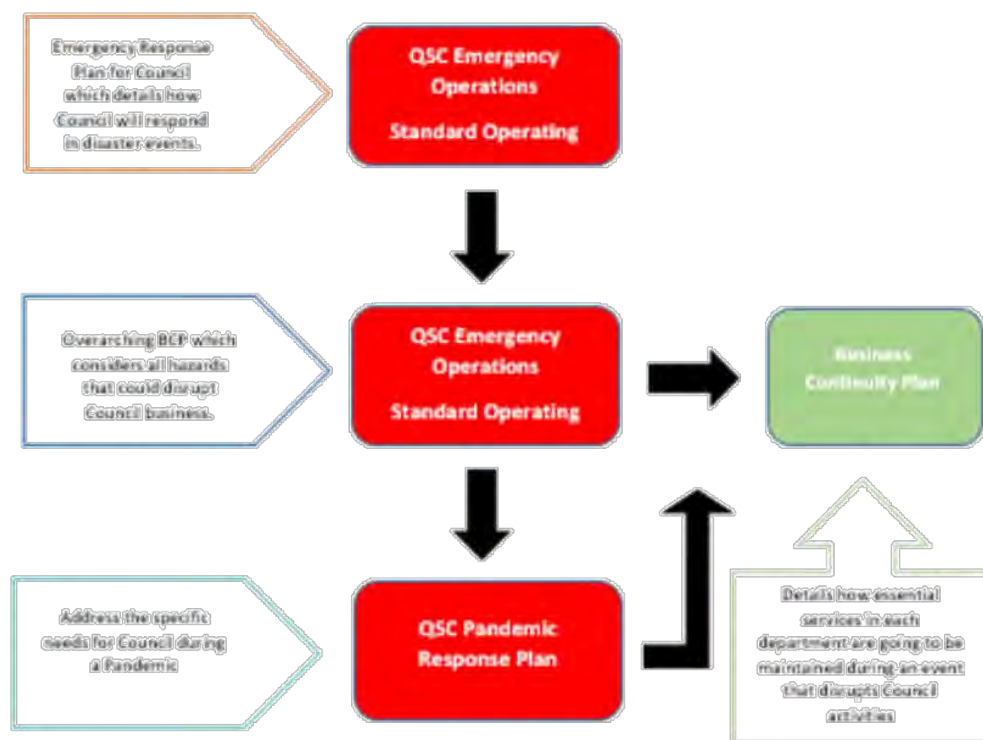
All documentation will be maintained in accordance with record management protocols for all disaster management doctrine.



Diagram 3 – Quilpie Council's Emergency Operations Approach



Diagram 4 – Quilpie Council's doctrine sequence



OCAL GOVERNMENT – PREPAREDNESS, RESPONSE & RECOVERY ACTIONS

Each section within council will have a specific role to play in the prevention, preparedness, response and recovery during a pandemic. The following tables highlight the roles and responsibilities of each section.

PREPAREDNESS STAGE

Stage	SECTION						
	All sections	Office of CEO	CPC	Disaster Management	Finance & Corporate Services	Safety	Managers/Supervisors
Preparedness (Monitor & Investigate)	<p>Review and update Business Continuity Plans by 15th March each year.</p> <p>Disseminate to all staff any information raised in Sectional meeting.</p>	<p>Work with Communications Officer to develop educational material.</p> <p>Review Disaster communication sub-plan.</p> <p>Review & update educational materials for distribution internally and through media outlets and social media.</p> <p>Maintain/collate the contact list of all staff and key stakeholders (including home phone no. and mobile phone no.).</p>	<p>Review and prioritise critical functions of council.</p> <p>Review and update council's Business Continuity Plan.</p> <p>Review & update Quilpie Shire Pandemic Response Sub-Plan by 1st March each year.</p> <p>The CPC will meet when a pandemic trend arises</p>	<p>LDMG to take advice from the lead agency QHealth</p> <p>LDC to monitor pandemic threats through QHealth and the WHO website or other similar organisations / groups.</p>	<p>IT to develop a system that will allow for work from home options</p> <p>HR to monitor sick leave and advice on workforce strategies.</p> <p>HR support and advice</p>	<p>Ensure supply of P2 (respirator) masks, hand sanitiser, tissues, safety glasses.</p> <p>Arrange and encourage staff to have a yearly flu vaccination.</p> <p>Utilise WHS representatives to cover all workspaces within Council.</p> <p>Safety Advisor to update CEO and Directors about upcoming flu season.</p> <p>Check the latest Australian Government management plan for current PPE requirements and advise Stores of the requirements.</p>	<p>Inform, train, support and communicate with staff consistent with the CPC advice and on the Pandemic Response Plan and Business Continuity Plan.</p> <p>Keep CPC informed of any emerging issues and/or staff leave.</p> <p>All non-essential travel outside of the Shire boundaries is to be post-poned.</p> <p>Meetings with external third parties from outside the Shire to be held via teleconference and/or zoom where possible.</p> <p>Assist where possible with the dissemination of information and notices into the community.</p> <p>Multi skill and cross training opportunities be explored and managed in consultation with Director</p> <p>Compile a contact list of all staff in the Department/section (including home phone no. and mobile phone no.).</p>



RESPONSE STAGE – STANDBY – Sustained community person to person transmission overseas

Stage	All sections	SECTION					
		Office of CEO	CPC	Information Technology Services (ITS)	Safety	Finance & Corporate Services	Manager/Supervisor Group
Standby	<p>Remain vigilant. Monitor the pandemic threat.</p> <p>Send home any staff showing signs. Senior staff are to contact absent staff regularly to get an update on their health and provide support. Update staff absence numbers daily.</p> <p>Familiarise yourself with your Business Continuity Plan and the Quilpie Shire Pandemic Response Plan (if you haven't already). Be ready to action Business Continuity Plan.</p> <p>Check PPE supplies. Order PPE supplies if needed through Safety Advisor. Issue all staff with appropriate PPE if needed.</p> <p>All staff travelling to pandemic affected areas of the state, country or world on council business is to be limited, with a preference to it being halted completely.</p> <p>Minimise staff contact with persons who have recently travelled to pandemic effected areas</p> <p>Encourage self-cleaning of workspaces, steering wheels, vehicle cabs etc.</p> <p>Report Departmental actions to CPC as required</p> <p>Conduct a skills audit of all staff and identify what skills staff have that may be of advantage to other areas of Council to enable critical functions to be maintained.</p> <p>Consider having staff work from home where applicable if there are localised outbreaks in the Quilpie Shire and Southwest region.</p> <p>Disseminate to all staff any information raised in team meeting.</p>	<p>Develop and distribute educational material</p> <p>Review corporate communication plan.</p> <p>Commence influenza education in consultation with safety advisor.</p> <p>Message all Quilpie Shire staff as per comms plan messaging of current state of readiness.</p> <p>Start regular information bulletins to council staff.</p>	<p>Review list of critical functions and consider response measures should the virus spread.</p> <p>Assist with the distribution of educational materials (i.e. posters etc.).</p> <p>Consider re-direction of staff from non-essential services to maintain critical functions.</p> <p>Alert all staff to the prioritisation of critical functions.</p> <p>Engage with WHS representatives to disseminate information within workplaces.</p> <p>Hold regular meetings</p>	<p>Assess access availability for staff to be able to work from home.</p>	<p>Re-check PPE stock/supplies.</p> <p>Advise sections that if staff have signs of influenza, restrict them from work and send them home.</p>	<p>Monitor sick leave and provide real time information to CPC</p>	<p>Manager to continue to monitor situation and inform Directors and Managers of emerging issues.</p> <p>Provide information to staff regarding the virus and personal hygiene measures to prevent transmission.</p> <p>Managers to review the Business Continuity Plans and relevance to their sections.</p> <p>Provide information to staff via council systems.</p> <p>Assist in the rollout presentations to all staff across council to inform them of how to prevent the spread of pandemic influenza and what their role is.</p> <p>Provide regular updates to all council employees regarding the pandemic / potential pandemic in accordance with CPC, LDMG and QHealth messaging.</p>



RESPONSE STAGE – INITIAL ACTION - Cases detected in Australia

Stage	SECTION						
	All sections	Caretaker	Office of the CEO	CPC	Finance & Corporate Services	Safety	Manager/Supervisor Group
Response (Initial Action)	<p>Consider limiting staff interactions with the public face to face. If staff do go into public areas - consider wearing a mask.</p> <p>Ensure all staff have appropriate PPE. Re-supply PPE where required.</p> <p>Encourage all staff to regularly clean their workstations and work areas with disinfectant.</p> <p>Encourage social distancing within the work environment (1 – 3m separation).</p> <p>If Cases are detected in our region, consider whether staff not involved with critical functions should be encouraged to take annual leave and/or work from home.</p> <p>Staff that are ill or showing signs of influenza are to be sent home immediately.</p> <p>Senior staff are to contact absent staff regularly to get an update on their health and provide support.</p> <p>Arrange for desks and high touch areas are to be cleaned daily with a disinfectant (hospital grade type disinfectant) on advice from QHealth.</p> <p>Disseminate to all staff any information raised in team meetings.</p>	<p>Ensure adequate supply of hand soap and paper towel in workplace toilets.</p> <p>Continue daily cleaning routine</p>	<p>Continue rollout of educational messages to all employees as per information provided by QHealth and LDMG</p>	<p>Continue to hold meetings (as may be required) Consider holding meetings via teleconference.</p> <p>Encourage Directors to implement their Business Continuity Plans ASAP.</p> <p>Review council's critical functions and determine priorities to ensure these functions are maintained.</p>	<p>Clarify leave entitlements/ arrangements with all staff.</p> <p>Provide information on how to care for sick members of the family and at what stage employees should return to work.</p> <p>Consider provision of counselling and support services to staff to cope with illness/death.</p> <p>Establish a register of staff that have been infected with the virus.</p>	<p>Monitor available PPE stocks and reorder where necessary.</p> <p>Ensure the supply of pandemic equipment is managed (e.g. stock rotation) on behalf of RS.</p> <p>Introduce flu kits to carpool vehicles on advice from QHealth</p> <p>Engage WHS representatives to disseminate information within workplaces.</p>	<p>Provide advice to all employees regarding increased cleansing of everyday surfaces work surfaces in consultation with CPC.</p> <p>Continue to provide regular updates to all council employees regarding the pandemic / potential pandemic</p> <p>Continue to notify Directors and Managers of potential pandemic threat and emerging issues within sections/teams.</p> <p>Recommend implement social distancing (i.e. 1 – 3m separation), reduce travel, consider work from home, additional cleaning of work surfaces and use of PPE to limit potential spread of the virus.</p> <p>Consider implementing voluntary daily temperature checking stations (to be self-administered by all employees).</p> <p>Place tissues, bins and alcohol hand rub in all common areas.</p>



RESPONSE STAGE – TARGETED ACTION

Stage	SECTION					
	All sections	CPC	Caretaker	Safety	Finance & Corporate Services	Manager/Supervisor Group
Response (Targeted Action)	<p>Consider if all workers not involved in the critical process of their section should stay at home. Staff not involved in critical functions should be encouraged to take annual leave or work from home where possible.</p> <p>Cancel all non-essential domestic travel.</p> <p>Limit staff interactions with the public face to face. If staff do have to have face to face contact with customer, they must wear a face mask.</p> <p>Staff should be encouraged to cancel any non-essential personal domestic travel.</p> <p>Social distancing strategies are to be enforced (keep 1.0m - 3.0m distance from any person including other staff members).</p> <p>If staff are on sick leave, senior staff are to contact them regularly to get an update on their health and provide support where possible.</p> <p>Staff that are ill or showing signs of influenza are to be sent home immediately.</p> <p>Disseminate to all staff any information raised in Sectional meeting.</p>	<p>Continue rollout of educational messages to all employees as per information provided through LDMG and QHealth.</p> <p>Incorporate levels of public service onto Quilpie Shire public website (Inform public of levels of service currently available).</p> <p>If there are localised outbreaks in the Quilpie Shire and Southwest region, restrict the public from accessing the building</p> <p>Consider engineering solutions to front counters to limit contact with the public.</p> <p>Meeting rooms should be given a maximum occupancy number based on social distancing principles. (See appendix 6)</p> <p>Continue to prioritise critical functions.</p> <p>Consider implementing voluntary daily temperature checking stations (to be self-administered by all employees).</p>	<p>Arrange additional cleaning of work surfaces by contractors.</p>	<p>Re-supply staff with PPE and car kits where needed.</p>	<p>Clarify leave entitlements/arrangements with all staff.</p> <p>Provide information on how to care for sick members of the family and at what stage employees should return to work.</p> <p>Continue the provision of counselling and support services to staff to cope with illness/death.</p> <p>Continue the register of staff that have been infected with the virus.</p>	<p>Continue to provide regular updates to all council employees.</p> <p>Continue rollout of educational messages to all employees about social distancing, personal hygiene controls and additional cleaning of workspaces.</p> <p>Continue to notify Directors and Managers of current and emerging situation.</p> <p>Continue regular information bulletins to council staff.</p>



RESPONSE STAGE – STAND-DOWN

Stage	SECTION				
	All sections	Caretaker	CPC	Finance & Corporate Services	Manager/Supervisor Group
Response Stand-down	<p>Re-supply PPE where required and encourage staff who have recovered from the virus to return to work.</p> <p>If staff are on sick leave, senior staff are to contact them regularly to get an update on their health and provide support where possible.</p> <p>Continue to hold CPC meetings as needed.</p> <p>Continue enforcing social distancing strategies, personal hygiene and additional cleaning of work surfaces.</p> <p>Start to return to normal operations where possible.</p> <p>Disseminate to all staff any information raised in team meetings.</p> <p>Hold a debrief session with LDMG and QHealth and manager/supervisor group.</p>	Continue additional cleaning of work surfaces by contractors.	<p>Continue to hold LDMG meetings (in person or via phone), as required.</p> <p>Develop a plan for recovery back to normal business.</p> <p>Continue to provide regular updates to all council employees regarding the pandemic / potential pandemic.</p> <p>Wind down education messages and information bulletins.</p> <p>Hold a debrief session with CPC/LDMG.</p> <p>Prepare debriefing report for dissemination within Quilpie Shire.</p> <p>Ensure plans are reviewed and updated post pandemic.</p>	Continue the provision of counselling and support services to staff to cope with illness/death.	<p>Continue to provide regular updates to all council employees regarding the pandemic / potential pandemic.</p> <p>Continue to inform Directors, Managers and CPC of current and emerging situation.</p>
Move to Recovery					





9.0 CRITICAL FUNCTIONS

9.1 Refer to the Business Continuity Plan for a list of the critical functions and services.

The below table is a prioritised list of Council's critical functions. This list precedes that list which will be developed when Business Continuity Planning is finalised.

Note: When the BCP Process is finalised, those critical functions will replace those in the table below.

Name of Section	Critical Function	Priority
Customer Service	General enquiries and service request	1
Tourism / Visitor Information Centre Services	Promotion of Shire Attractions and Information. Communications with community and visitors to shire.	1
Media and Marketing	Internal communications	1
Media and Marketing	Media relations	1
Finance	Receipting of cash and applications	1
Payroll	Payroll delivery	1
Information Technology Services	Information system applications	1
Information Technology Services	Voice and data (telecommunications)	1
Airport Services	Airport Reporting Officer duties	1
Maintenance Delivery	Emergency response	1
People and Culture	WH&S	1
Regulatory Services	Provision of health information and advice	1
Regulatory Services / Waste	Collection and transport of waste	1
Regulatory Services / Waste	Provision of waste facilities	1
Regulatory Services / Waste	Maintenance of water and wastewater network	1
Water	Operation of water and wastewater network	1
Workplace, Health and Safety	Health and safety of workers	1

10.0 RELATED DOCUMENTS

10.1 Quilpie Shire Council's Business Continuity Plan.

10.2 Quilpie Shire Council's Local Disaster Management Plan.

11.0 USEFUL RESOURCES FOR COUNCIL

Resources and fact sheets relevant to Pandemic can be found in the Council disaster management repository including fact sheets for vulnerable groups including Aboriginal communities and people with a disability.





APPENDICES





APPENDIX 1 – TERMS OF REFERENCE FOR COUNCIL'S PANDEMIC COMMITTEE

Purpose

- The Pandemic Committee provides a forum for a collaborative approach between Council sections for communicating, planning, and managing an effective pandemic response to ensure council's critical functions can be maintained for the community.
- To annually report to the Local Disaster Management Group with an overview of Council's pandemic preparedness actions and capabilities.
- To meet the committee's roles and responsibilities outlined in the Quilpie Shire Council Pandemic Response / Action Plan.

Roles and Responsibilities

- To actively participate in the reviews and evaluations of the Quilpie Shire Council Pandemic Response Plan and provide expert advice to help refine the roles and responsibilities and key actions required to ensure the effective implementation of the plan.
- To review resources available to assist in the activation of this plan.
- To communicate this plan within the sections of Council and provide the appropriate training as required.
- To actively participate in the Pandemic Committee meetings.
- To actively participate in any 'mock' exercises testing the performance of this plan and provide constructive evaluations and suggested improvements.
- To provide reports to the Local Disaster Management Group via the Chief Executive Officer.

Chairperson

- The Chairperson will be the Chief Executive Officer
- The Deputy Chairperson is the Director of Corporate & Community Services
- In the absence of these representatives, members at the meeting can elect a chairperson for that meeting.

Secretariat

- The Director of Corporate & Community Services will arrange the secretariat duties at each meeting.
- In the absence of the Director or their representative, members at the meeting can elect a secretariat for that meeting.
- Duties include:
 - recording and distributing agenda, minutes, and other required documents for meetings
 - coordinating and tracking action items arising from each meeting, and
 - attending to any other business of the Pandemic Committee.





Membership

Core Membership is to include:

- Chief Executive Officer
- Local Disaster Coordinator (Chair).
- Director of Corporate & Community Services / Deputy Local Disaster Coordinator
- Local Recovery Coordinator
- Director of Engineering Services
- Workplace Health and Safety Officer.
- Manager Finance & Administration
- Environmental Health Officer
- Manager Governance & Compliance
- Human Resources Officer
- IT Officer

Communication

- Face to face meetings - when required (i.e. when there is an imminent risk)
- Email communications as required.

Meetings

- To be held when there is an imminent risk
- Meetings to be called by the Chairperson.
- Members may request a special meeting to the Chairperson in which the Chairperson may call a special meeting depending on the circumstances.

Agenda

- Agenda will be distributed prior to the next scheduled meeting.
- The membership can request an item to be placed on the agenda or alternatively, the item can be introduced as Other Business.

Proxies

- Members are encouraged to nominate a proxy if they are unable to attend a meeting.

Quorum

- Quorum will comprise half the membership plus one.
- No business should be conducted at meetings without a quorum.
- The Chairperson will decide whether the meeting will go ahead.





APPENDIX 2 – LOCAL AND STATE GOVERNMENT ROLES

State and Territory governments will:

- Determine and maintain pandemic related policies, legislation and plans within their jurisdictions.
- Work with the Commonwealth Government and other jurisdictions, reporting outbreaks of pandemics and actions taken.
- Maintain pandemic response and recovery capability, in line with the National Action Plan (NAP) and the AHMPPI.
- Have primary operational responsibility for public and animal health monitoring, surveillance, and response within their boundaries.
- Have primary operational responsibility to respond to and recover from an outbreak of a pandemic in their jurisdictions.
- Implement agreed preparedness and prevention strategies in line with the NAP and the AHMPPI.
- Seek assistance from, or aid, other jurisdictions if required.
- In a pandemic, contribute to the national strategy for response and recovery
- maintain business continuity plans to enable the delivery of State and Territory government essential services.
- Maintain cooperative relationships with the owners and operators of critical infrastructure regarding industry preparedness, continued operation, and recovery from a pandemic, while understanding the likely impacts pandemic control measures may have on the ability of owners and operators to continue providing essential goods and services to the community.
- Administer emergency management arrangements within their own jurisdictions.
- Work collaboratively with neighbouring jurisdictions on cross border issues.
- Work with local government, businesses, and the community to respond to, and recover from, a pandemic.
- Inform the public of planning and preparation under way and provide information to the public during the response to, and recovery from, pandemics; and
- Work with the Commonwealth Government and Local Government to develop public education material.

Local governments will:

- Determine and maintain pandemic policies and plans consistent with the role of local government and complementing relevant State, Territory and national policies and plans.
- Maintain business continuity plans to enable the delivery of local government essential services.
- Support National, State and Territory response and recovery by representing the needs of local communities and contributing to their continuing viability.
- Support State and Territory emergency management frameworks.
- Work with business and the community.
- In partnership with State and Territory governments, inform the public of planning and preparation under way and maintain information to the public during the response to, and recovery from, a pandemic; and
- Work with their respective State and Territory government to develop public education material and ensure effective 'bottom up' information exchange is undertaken.
- Queensland Health Pandemic Stockpiles are reserved for use during a health emergency. It may be become appropriate to seek stores from this stockpile if existing resources are exhausted.





Diagram 5 – Model of Pandemic Stages



During the Preparedness stage, influenza surveillance activities are designed to monitor and describe human infections with seasonal influenza and support the detection, understanding and response to novel influenza viruses. This stage cycles between the following situations: • Monitor: monitoring, capacity building, maintenance and exercising of capacities; and • Investigate: investigation when a novel virus infecting human is identified and shows sporadic or limited human-to-human transmission.



APPENDIX 3 – COMMUNICATION PLAN

Key messages should be communicated clearly and consistently by all agencies to stakeholders at all stages of a pandemic response. This includes overarching information about where to find information, the role of Government and community in the response and specific health messages (e.g., good hygiene).

Specific messaging will be developed for each pandemic event.

Introduction

Managing the flow of information is the key to effective communications. In a pandemic environment, this will include ensuring:

- Ongoing accurate communication between all levels of government and all sectors of the community.
- Consistency in messages, from national to local levels.
- A regular flow of information.
- Use of appropriate spokespeople; and
- Information channels are appropriate for the audience and message.

Purpose and scope

This document will outline the role the Quilpie Shire Council will undertake to ensure staff and relevant stakeholders are updated about activities involved in all phases of a pandemic environment.

This Council is not the primary information source for pandemic management. This has been outlined by the State Government in its document titled "Queensland Health Pandemic Influenza Plan"

Strategic considerations

During all phases of a pandemic, communication will be conducted by a wide range of organisations. Coordination between all agencies is vital in ensuring that the information provided is consistent and the messages are accurate.

A pandemic could last for a period up to 12 months or longer. During this time, large scale social and community disruption could occur. Sustaining public confidence over many months would be a significant challenge, further reinforcing the need for coordination and consistency of action and messages.

Because progression through the stages may occur quickly, it is important that communication actions are prepared for all phases of a pandemic.

In any communication plan, the media is a primary source of communication to mass audiences. In a pandemic situation, this may not be the case and alternative methods of providing messages to our staff and the people of Quilpie Shire need to be developed.

The Quilpie Shire Council's primary communication responsibilities in a pandemic are:

- to manage information to staff.
- communicate to its stakeholders, including residents, business and industry, any disruption to services incurred during the pandemic, and
- support the communication roles of the lead agencies.





Strategic communications approach

- Communities feel safe, supported and informed during the outbreak
- Council maintains brand credibility as a trusted source of accurate, timely information on the pandemic
- All members/staff of the community/council have the information they need to play their part to contain the pandemic and keep themselves and their families well.

Communication protocols

Communication protocols should include:

- Media
- Internal communication
- Social media
- Frontline staff
- Stakeholder engagement

Challenges

- Sharing information in a timely manner.
- Ensuring people are getting access to the information they need.
- Ensuring a consistent message across media and authorities.
- Consistent messaging within a flexible response where the response strategies are at different stages across the shire.
- Communication of initial decisions even though information about the virus may be sparse and/or unreliable.
- Communication of the uncertainty of what the impact of the pandemic will be;
- Initial information may be based on the behaviour of the disease in another country and not 100% relevant to the Australian context; and
- Making sense of feedback, consolidating this, and incorporating it into messaging.

Roles of agencies

The role of Federal, State and local agencies has been addressed in the document titled Australian Health Management Plan for Pandemic Influenza Table 17 and 18 at the rear of the document. <https://www1.health.gov.au/internet/main/publishing.nsf/Content/ohp-ahmppi.htm>

The role of State Government is described in more detail in the "Queensland Health Pandemic Influenza Plan":
https://www.health.qld.gov.au/data/assets/pdf_file/0030/444684/influenza-pandemic-plan.pdf

Council Crisis Communication

In the event of an imminent pandemic, the Quilpie Shire Council will establish a Council Pandemic Committee which will take overarching carriage for Council's communication responsibilities throughout the alert stages. The Council Pandemic Committee membership is outlined in the Terms of Reference.





Key Spokespersons – Quilpie Shire Council

The following Quilpie Shire Council officers have been identified to make public comments on pandemic preparedness, planning, response, and recovery.

- Mayor;
- Chief Executive Officer (CEO)

In the event of these officers and Councillors being unfit for work, the officers acting in their roles will assume these communication duties.

Communication Tools

Communication Tools	Frequency	Responsibility
External		
Warning visitors to the office of containment strategies	Commencement of stage	Media and Communications
Media plan - how are council services affected? What is council doing to protect staff?	Throughout event	Media and Communications
Website area updated	Daily or as required	Media and Communications
Internal		
Internal Information dissemination	Daily or as required	Media and Communications, Directors / Managers, Supervisors
Pandemic Committee Meetings	Two - three	CEO
Email updates	Two - three times/week or as required	Media and Communications
Executive/Directors meet	Weekly or as required	CEO
Toolbox meetings	Weekly	Directors/ Managers, Supervisors
Advertising campaign - regular press and radio column on service affects.	Weekly	Media and Communications
Signage / information in tea rooms	Commencement of stage and throughout	Media and Communications / Community Services
Information Update – staff (identified high risk groups) (Libraries, Visitor Information Centre, Community Programs staff, front counter staff)	Throughout stage	CEO, Directors/ Managers, Supervisors
Information sessions for supervisors and coordinators	Commencement of stage	CEO, Directors/ Managers, Supervisors
Web site desktop background or log in messages	Throughout stage	Media and Communications / IT
Email banner	Throughout stage	Media and Communications/ IT





Communication outline

	Inter Pandemic Period Prevent and Prepare Stages	Pandemic alert Period Response Stage	Pandemic Period Respond and Stand Down Stage	Pandemic Period Recovery
Internal Stakeholders	<ul style="list-style-type: none"> Cough etiquette. How to wash hands properly (using soap and water as well as using alcohol-based hand cleaners). Situation update (SITREP's). What pandemic is and how it can be spread (stay home if unwell). The risks associated with the virus. Advice about travelling to infected countries; and Where to find more information. 	<ul style="list-style-type: none"> Cough etiquette. How to wash hands properly Situation update What pandemic is and how it can be spread The risks associated with the virus. Advice about travelling to infected countries; Where to find more information. Staff awareness of their sectional responsibilities in the event of a pandemic event. Gathering practices/social distancing or some other mechanism to limit the transmission of the virus. If staffing numbers are dropping because of increased sick leave, review the prioritised corporate list of critical functions; and Information on "how to care for the sick" from Queensland Health and make this information available to all staff. As this information is updated, it should be redistributed to all staff. 	<ul style="list-style-type: none"> Use of PPE. Cough etiquette. How to wash hands properly Situation update (SITREP's). What pandemic is and how it can be spread The risks associated with the virus. Advice about travelling to infected countries; and Where to find more information. Staff awareness of their sectional responsibilities in the event of a pandemic event. Gathering practices/social distancing or some other mechanism to limit the transmission of the virus. If staffing numbers are dropping because of increased sick leave, review the prioritised corporate list of critical functions; and Information on "how to care for the sick" from Queensland Health and make this information available to all staff. As this information is updated, it should be redistributed to all staff. 	<ul style="list-style-type: none"> Return to work phases Approach to how Council will approach Recovery. Re-opening of critical Council facilities Start-up of Council services Emphasis WHS Emphasis social distancing Emphasis on hygiene and infection control Employee Assistance Programs Peer to Peer engagement
External Stakeholders	<ul style="list-style-type: none"> Messaging in accordance with lead agency and CCN Quilpie Shire /LDMG messaging on what, how, who, when, where etc. 	<ul style="list-style-type: none"> Messaging in accordance with lead agency and CCN Quilpie Shire /LDMG messaging on what, how, who, when, where etc. 	<ul style="list-style-type: none"> Messaging in accordance with lead agency and CCN Quilpie Shire /LDMG messaging on what, how, who, when, where etc. Visitor Information 	<ul style="list-style-type: none"> Approach to how Council will approach Recovery. Re-opening of critical Council facilities Start-up of Council services Emphasis WHS Emphasis social distancing Emphasis on hygiene and infection control Lead Agency messaging on Recovery Visitor Information
Communication Tools	<ul style="list-style-type: none"> Website updated regularly Fact sheets and Posters placed in all internal areas Library foyer Council foyer Face to face communication Email Office locations Internal communications 	<ul style="list-style-type: none"> Website updated regularly CPC meet regularly Staff Bulletins Fact sheets, posters, resources made available to all staff electronically and placed in toilets and public spaces Call centre / tourist information staff informed about public messaging for consistency 	<ul style="list-style-type: none"> Bulletins /Toolbox meetings Update of social media/ websites Posters/Fact Sheets Distribution of all information to community from lead agency. Media Releases Visitor Information Use of information supplied by lead agency for vulnerable groups: Aboriginal communities, non-english speaking, disabled, people suffering with mental health issues 	<ul style="list-style-type: none"> Bulletins Toolbox meetings Staff emails Update of websites Update of social media Posters Fact Sheets Distribution of all information to community from lead agency. Media Releases Visitor Information



APPENDIX 4 – HUMAN RESOURCE GUIDELINES

Staff management

In the event of a pandemic, there are several factors that require consideration to ensure appropriate management of the workforce, while providing an effective continuation of service. These are related principally to:

- workplace health and safety matters
- managing ill workers
- training
- employee assistance program.

Workplace health and safety

The Work Health and Safety Act 2011 sets out duties and obligations for ensuring worker health and safety. This includes ensuring as reasonably practicable:

- a safe work environment
- safe systems of work
- the safe use, handling, and storage of any substances
- adequate facilities for the welfare of workers
- the provision of any information, training, instruction, or supervision to protect workers from risks to their health and safety
- the health of workers and workplace conditions are monitored for the purpose of preventing illness or injury of workers.

A risk management approach shall be implemented during a pandemic event.

Matters relating to staff that may require consideration during a pandemic include, but are not limited to:

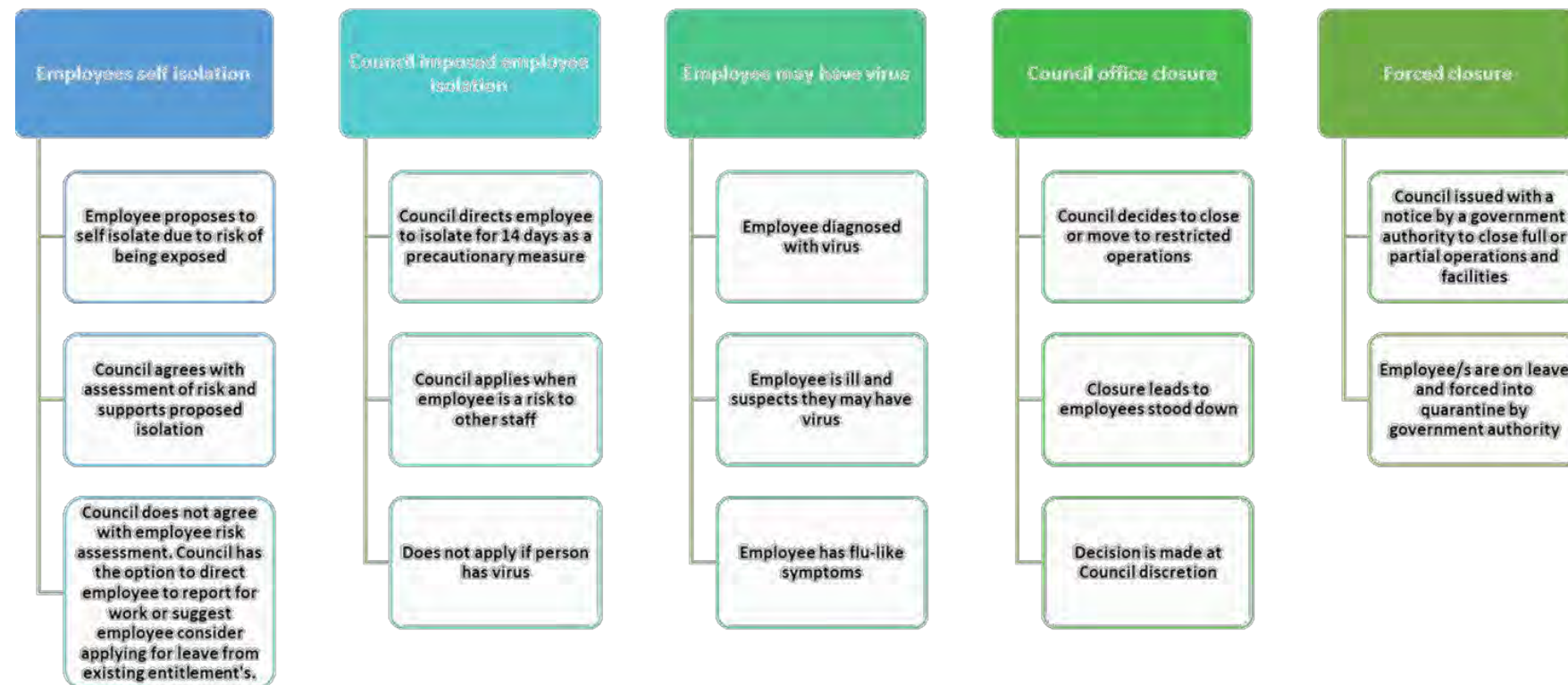
- staff redeployment from their normal duties or workplace to support the pandemic response
- the implementation of staff influenza screening procedures in all facilities, including self-monitoring by staff.
- Vehicle and driver safety.

Several guidelines have been pre-prepared to assist with a pandemic response, these guidelines are:

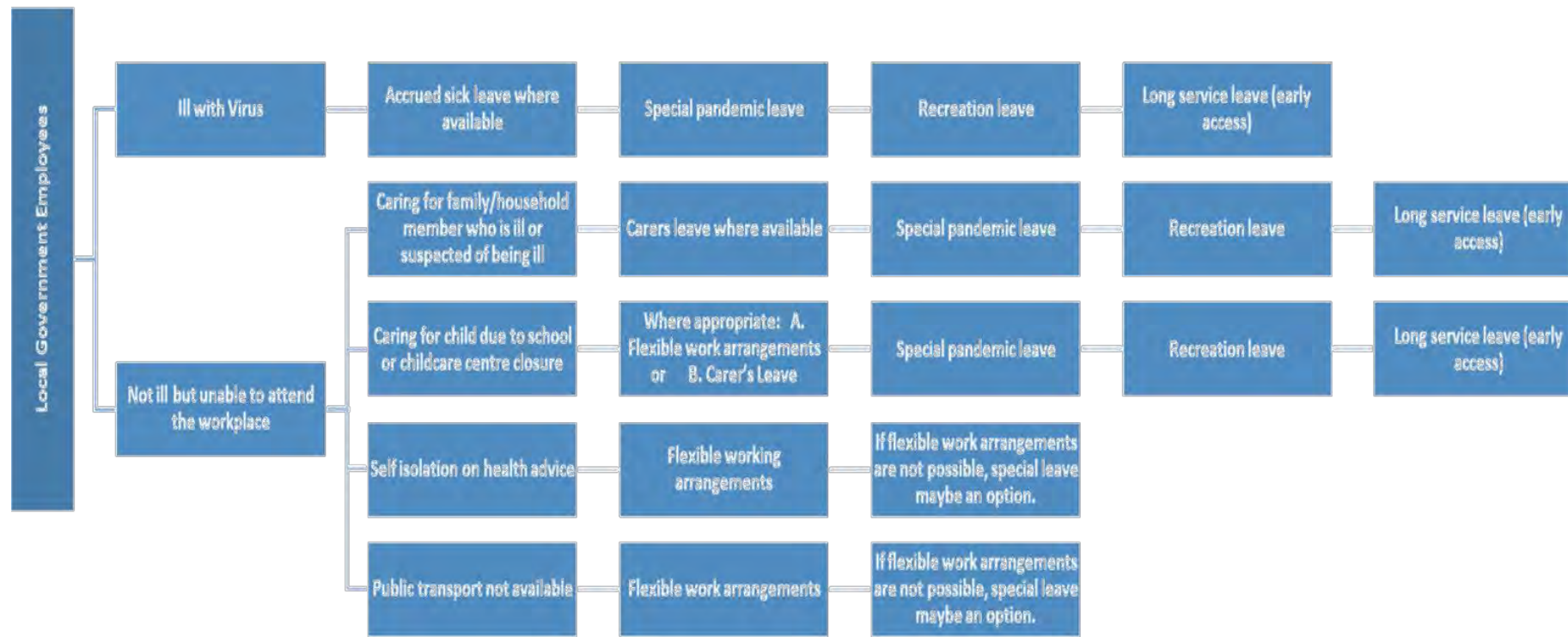
1. Management of Absenteeism in a Pandemic
2. Home care for you or a sick family member
3. Personal hygiene
4. Social distancing
5. Use of pandemic PPE
6. Employee leave entitlements



Advice on leave entitlements, options and pay questions



Options for Local Government's – Handling staffing in a Pandemic event



MANAGEMENT OF ABSENTEEISM

During an influenza pandemic, the potential for staff illness will increase. Symptomatic staff should be excluded from work and referred directly to a flu clinic or medical practitioner for assessment, diagnosis and advice about safe return to the workplace.

This outline is to be read in conjunction with Council's management directive on absenteeism.

GUIDELINES

Council must be able to readily identify the status of staffing levels and what effect these levels are having or are projected to have, on the business.

Sickness

Employee displays the signs/symptoms should leave work immediately and not return to work until all symptoms are gone.

Employee reports illness from home:

- Instruct the employee not to attend work.
- Advise Employee to seek medical advice.
- Ask employee to advise their Coordinator of the outcome.
- Identify when symptoms first appeared.
- Identify recent close contacts of employee at workplace.
- Isolate and advise close contact of situation.
- Complete the absenteeism register; and
- Clean Employees workstation with disinfectant.

Employee reports illness while at work:

- Avoid visiting the person if possible and manage the process by phone, email or 2-way radio contact.
 - The employee is to be questioned to ascertain if they have had any symptoms outlined:
 - If **no**, they are unlikely to be infected, and should be reassured but advised to seek medical advice if they are concerned;
 - If **yes**, treat as a suspected case.
 - The employee should leave work immediately and be advised to seek immediate medical advice and advise their Coordinator of the outcome.
 - The employee should, if at all possible, avoid using public transport when leaving work.
- Management of close contacts (Co-workers):
 - Identify close contacts and advise (preferably by phone) that they have been in contact with a person suspected of infection:
 - Determine the need to ask close contacts to go home, closely monitor their health and if they begin to feel ill to seek immediate medical advice and advise their Coordinator.

- Please note that this advice is likely to change when the pandemic is well established. Once the pandemic is well established, contacts should be advised to continue working, but to go home when they feel ill. In such situations ensure a minimum distance of one metre between co-workers.
- Isolate the employee's workstation until it is cleaned and disinfected along with all hard surfaces in the immediate area.
- An employee must report instances where they believe they have come in contact with an infected person, or a person suspected of being infected with the pandemic virus.
- Social distancing should be maintained (i.e., maintaining 1m distance from each other) - see Pandemic Guideline Social Distancing for further information; and
- Increase personal hygiene and infection control measures (i.e., cleaning of surfaces, hand washing, cough etiquette, use of tissues, hand sanitiser gel) – see Pandemic Guidelines Personal Hygiene and Infection Control for further information.



APPENDIX 5 – TOOLKIT FOR INTERNAL STAFF

HOME CARE: FOR YOU OR A SICK FAMILY MEMBER

Hygiene & Infection Control

Hand washing

- All persons in the household should carefully follow recommendations for hand hygiene after touching body fluids and potentially contaminated surfaces and materials (e.g., linen).
 - The term 'hand hygiene' includes both hand washing with soap and water and the use of alcohol-based products that do not require the use of water.
 - If hands are visibly soiled or contaminated with respiratory secretions, wash hands with soap and water.
 - In the absence of visible soiling of hands, alcohol-based products (gels, rinses, foams) for hand disinfection may be used. Hand washing with soap and water is preferable over hand sanitation where possible.
 - Always perform hand hygiene after providing close contact care, handling used tissues, and after removing masks; and
 - Ensure that resources to facilitate hand washing and hand disinfection (i.e. alcohol-based products) are readily accessible in areas in which care is provided for sick person.
- Hand hygiene supplies (i.e. soap/water, alcohol based hand hygiene products and disposable towels) should be available and replenished as needed.

Avoid touching face

Family members may be infected by touching a surface that has been contaminated and then transferring the organisms to their mouth, eyes, and nose.

Cough etiquette for sick persons

Sick persons should turn away from others, cover the nose/mouth with a disposable tissue when coughing, dispose of tissues into a lined waste container and wash hands afterwards.

Cough etiquette for family members

To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection should:

- Turn away from others.
- Cover the nose/mouth when coughing or sneezing.
- Use tissues to contain respiratory secretions.
- Dispose of tissues in the nearest waste receptacle after use.
- Have a 'no touch' bin available for tissue disposal (e.g., open); and
- Wash their hands after contact with respiratory secretions and contaminated objects/materials.

In the household:

- Have a supply of tissues available.
- Consider having conveniently located dispensers of alcohol-based hand rub.
- Provide soap and disposable towels for handwashing near sinks; and





- The sick person should be encouraged to sit as far away as possible (at least one metre) from others in the household, this is especially important if the person is coughing.

Social distancing

Household members should attempt to keep a distance of at least one metre from the sick person. The number of persons entering the bedroom of the sick person should be kept to a minimum.

Gloves

Use of disposable gloves should be considered for any direct contact with the body fluids of a sick person with possible or confirmed pandemic influenza. However, gloves are not intended to replace proper hand hygiene. Immediately after gloves are removed, they should be discarded, and hand hygiene should be performed. Gloves must never be reused or washed.

Laundry (e.g., bedding, towels and clothing)

- Towels, bedding, and clothing should not be shared between the sick person and other household members.
- Keep soiled items separate from other household members.
- Laundry may be washed in a standard washing machine with warm or hot water and detergent.
- Care should be taken when handling soiled laundry to avoid direct contact of skin and/or clothing with contaminated material. Wear disposable gloves if possible.
- Perform hand hygiene after removing gloves that have been in contact with soiled linen and laundry
- Soiled laundry should not be shaken or otherwise handled in a manner that may aerosolize infectious particles.
- After laundry has been cleaned in this manner it may be used by others.

Dishes and other eating utensils.

- Objects used for eating should not be shared, but separation of eating utensils for use by the sick person is not necessary.
- Soiled dishes and eating utensils should be washed either in a dishwasher or by hand with warm water and soap.
- After the eating utensils have been washed in this manner, they may be used by others.

Household waste

Gloves, tissues and other waste generated in the care of a sick person should be regularly collected, bagged and placed in another container for disposal with other household waste.

Cleaning and disinfection of environmental surfaces

- Environmental surfaces that are frequently touched by the sick person or are soiled with body fluids should be cleaned with warm water and detergent and then wiped down with a household disinfectant (e.g., diluted bleach).
- The bathroom used by the sick person should be cleaned daily.
- Household utility gloves should be worn during the cleaning process.
- If surgical masks are available, they should also be worn.





- If your own clothes come in contact with potentially contaminated surfaces then they should also be washed as if they were contaminated.

Supplies

Ensure you have an adequate supply of soap, disposable paper towel, tissues, hand sanitiser gel, cleaning products and garbage bags available at home during a period of home isolation for you or your family member to use.

Health Care Needs

All health care needs should be directed to your general practitioner or, if you have a confirmed infection to the medical personnel caring for you.

Remain in Contact

It is important that, as far as practical, that if you are sent home because you are suffering from symptoms, or have been diagnosed, that you remain in telephone contact. This will ensure that your Supervisor / Coordinator can contact you regularly to provide you with updates and determine when you will be able to return to work.

For more information refer to the Federal Government's isolation guide
https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-isolation-guidance_2.pdf





PERSONAL HYGIENE

Cleaning and Disinfection

Council will establish additional workplace cleaning by contractors and staff with disinfectants. Disinfectants should be purchased and be on hand in each section.

The recommended schedule of workplace cleaning should include:

Area	Frequency	Whom
Workstations	Daily	Officer
Council car	Daily	Drivers / nominated by Coordinator if pooled car
Main entry door to office	Daily	Caretaker/Cleaner
Office Counters	Daily	Officers
Office Kitchenettes	Daily	Officers/Caretaker/Cleaner
Railings - steps, walkways	Daily	Caretaker/Cleaner
Toilet doors	Daily	Caretaker/Cleaner
Elevators	Daily	Caretaker

Every staff member has a responsibility to ensure the workplace is kept clean to reduce the spread of the virus. If you are in doubt whether an area or surface has been cleaned – clean it again.

All surfaces should be cleaned with either water and detergent or a Spray & Wipe type product. For surfaces suspected or known to be contaminated the surface should be disinfected with an alcohol or chlorine-based chemicals. This can be done by using either:

- 1 in 50 dilution of 5% liquid bleach;
- Anti-bacterial office wipes.
- Pine-O-Clean hospital grade disinfectant; or
- Any other hospital grade disinfectant.

Council will notify employees and visitors of personal hygiene protocols through.

- Brochures, newsletters, global emails, employee notice boards and information included with pay advice.
- Hygiene notices in all workplace entrances, washrooms, hand washing stations and public areas.
- Senior management and supervisors / coordinators ensuring they both support and enforce hygiene practices in the workplace; and any other measures determined appropriate by the CPC.





SOCIAL DISTANCING

Social distancing is designed to reduce personal interactions and thereby the risk of disease transmission. Social distancing measures are designed to increase the distance between individuals to reduce the possibility of transmitting respiratory illness to other people in their immediate surroundings. This distance has been determined to be one (1) metre. The majority of viral infections are contained within the large mucous droplets, and when dispersed through coughing or sneezing these mucous falls within one (1) metre of the infected person. It is not contained in the fine mist or transmitted via aerosol diffusion (i.e., within the air).

GUIDELINES

- Council employees have a WHS obligation and a duty of care to ensure their fellow employees can operate in a safe environment. In a pandemic environment this means employees will be required to comply with social distancing requirements.
- Council employees have an obligation to use personal protective equipment provided and to not place at risk their own health and safety or that of any other person at the workplace.
- Council will reduce employee's density across all areas to ensure social distancing (at least 1 metre) can be maintained.
- Council employees must avoid meeting clients/colleagues face to face - use telephones, video conferencing and internet.
- If face-to-face meetings are unavoidable, minimize the meeting time, select a large meeting room and sit with at least one metre between each person, if possible, hold meetings in open air, avoid shaking hands or other physical contact.
- Council employees must avoid any unnecessary travel and cancel or postpone non-essential meetings / gatherings / workshops/ training
- Council may require for employees to work in altered conditions taking into consideration social distancing. These may include:
 - Work from home; and
 - Variable work hours (Shift work - 3 x 8-hour shifts).
- Business Continuity Plans must contain information on the appropriate social distancing solutions for:
 - Employees working in an office.
 - Clients attending an office; and
 - Customer enquiry counters/interface.





- Business Continuity Plans will contain information to employ alternative means to service the public from a distance in lieu of direct over the counter services for example:
 - Set up systems where public, clients / customers can obtain or request information, place order or pay bills etc. via phone, fax, mail or e-mail, local newspaper.
 - Develop methods for safe and efficient pick-up or delivery of orders; and
 - Installation of some type of barrier protection - a perspex screen.
- Council employees should be encouraged to bring lunch to work and eat at their desk or a way from others.
- Council employees are not to congregate in lunchrooms or other areas.
- Council will limit or suspend public access to the business and identify other means by which to deliver services or provide information (single protected customer service interface).
- Council will deny workplace access to any person with symptoms, and notices to this affect will be placed on all entries to all buildings.
- Council will encourage employees to avoid recreational or other leisure classes / meetings etc. where they might be exposed to infectious people.
- Council will determine the possibility of enabling staff to remain on-site e.g. Live-in shift work.
- Employee may be required wear masks if social distancing is not possible. The CPC will determine when masks are required to be worn and what type of masks.





USE OF PANDEMIC FLU PERSONAL PROTECTIVE EQUIPMENT

HAND WASHING

Hand washing is a crucial practice to reduce the transmission of infectious agents.

- Wash hands after coughing, sneezing or using tissues.
- Wash hands with soap and warm water; and
- Use disposable paper towel to dry hands after washing hands.

How to Wash Your Hands:



Hand Sanitiser Gel & Alcohol Based Hand Rub (ABHR):

- Should not replace washing hands
- To be used in between washing hands when hands are not visibly soiled
- To be used after touching surfaces that may be contaminated – i.e., benches, keyboards, mouse, phone, door handles, any common use surfaces
- Recommend using frequently during the day in addition to the above when there is a flu pandemic occurring in the local community. There is no maximum number of times ABHR can be used.

TISSUES

- Should only be used once and thrown in the waste bin
- If a tissue is placed in a pocket, then the secretions have the potential to contaminate the clothing and then the hands once again
- Should be used when sneezing or coughing

DISINFECTANTS

- Use a chlorine or alcohol-based disinfectant
- Viruses have shown to survive on hard, non-porous surfaces for 24-48 hours, on cloth, paper, and tissue for less than 8-12 hours and on hands for 5 minutes
- Workstations, council cars, entry and exit door handles, office counters, kitchenettes, railings, toilet door handles, elevators etc. should be cleaned daily
- Dedicated or single use/disposable cleaning equipment (i.e. paper towel) should be used wherever possible
- Give special attention to frequently touched surfaces (i.e. desks, chairs, door handles, computers, tables, telephones)

FURTHER INFORMATION

The information provided should be used a guide only for sanitation measures for the different phases of a pandemic. For further information refer to the following policies:

- Infection Control Guidelines for Pandemic Influenza
- Personal Hygiene; and Social Distancing.



APPENDIX 6 – SUPPLIES

1. Ensure Quilpie Shire Council has sufficient supplies of the following.
2. Ensure a hardcopy of this response is held in several locations.



- Hand gel
- Spray disinfectant
- Disinfectant wipes
- Bulk hospital grade disinfectant
- Tissues
- P2 masks
- Nitrile gloves

Supply lines to resupply these materials exist.

APPENDIX 7 – COUNCIL'S PANDEMIC ACTION PLAN**Corporate & Community Services**

SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	TIMEFRAME NOTED / IMPLEMENTED
Customer Service	Social Distancing	Enforce customer barrier Signage at front door for public Signage at front counter for public Enforce 1.5m distancing with staff	
	Handling cash	Cash transactions limited to one receipt point Promote card / telephone / online payments Gloves utilised to handle cash	
	Answering phone	Restrict usage to own telephone Wipe down with disinfectant regularly	
	Relief staff	Enforce customer barrier Try to limit access to front counter computer Wipe down computer keyboard / mouse /work bench/ counter & chair with disinfectant after use Gloves utilised to handle cash Enforce 1.5m distancing with staff	
	Visiting Office	Visitors not permitted passed Customer Service desk. All meetings to be held in the board room or training room where social distancing can be implemented effectively.	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available at front counter for all visitors & staff	
	Cleaning	Regularly wipe down counter / work benches / computer key board / mouse / chairs with disinfectant.	
	Information Dissemination	Signage to inform customers regarding social distancing and awareness of Coronavirus and good hygiene practices Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email or SMS	
	Entering / Exiting Building	Four entrances / exits to the building are identified. Staff allocated a door to utilise when arriving and departing from work.	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
Administration	Social Distancing	Ensure 1.5m from each other always Workstations to an appropriate distanced. Separate staff if necessary	
	Workstation Arrangements	Spread workstations to an appropriate distance. Separate staff if necessary. Utilise your workstation only, unless receipting	
	Answering Telephones	Utilise own telephone Disinfect telephone regularly	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available in office for staff Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use	
	Cleaning	Regularly wipe down work benches / surfaces computer keyboard / mouse / chairs and telephone with disinfectant.	
	Entering / Exiting Building	Four entrances / exits to the building are identified. Staff allocated a door to utilise when arriving and departing from work.	
	Meetings	All necessary meetings involving two or more staff will be held in the Council Boardroom or Training Room. Encourage telephone / videoconferencing	
	Information Dissemination	Signage to inform customers regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters. Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email or SMS	
	Staff / Work Arrangements	Staff work arrangements will be implemented in line with advice received from the Australian Government and Health Authorities e.g. *Minimise number of staff in workplace	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
Library	Social Distancing	Enforce customer barrier Signage at front door for public Signage at counter for public Enforce 1.5m distancing with staff / public	
	Handling cash	Cash transactions will be limited to the Administration Customer Service Desk.	
	Answering phone	Utilise own telephone Disinfect telephone regularly	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available for staff and public Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use	
	Cleaning	Regularly wipe down work benches / surfaces computer key board / mouse / photocopiers / printers / chairs and telephone with disinfectant. Regularly disinfect furniture, spaces, and resources.	
	Information Dissemination	Signage to inform customers regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters. Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email, or SMS	
	Activities / Programs	Restrict / cancel program in accordance with risk management practices and advice received from Australian Government and Health Authorities	
	Centrelink – Self Help Kiosk	Service to be informed of Council's restrictions / closure of facility.	
	Visiting Programs	Visiting services to be informed of Council's restrictions / closure of facility.	
	Staff / Work Arrangements	Staff can be isolated in the library building and distanced appropriately. Staff can perform some functions of their role from home – e.g. History collation, historical research etc.	
	Technology	All public computers, laptops, ipads and other resources available to the public to be disinfected and wiped down after each use.	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
Swimming Pool	Social Distancing	Signage at front door / gate for public Signage at Kiosk counter for public Enforce 1.5m distancing with staff / public	
	Handling cash	Recommendation to pool lessee to limit cash transactions or provide gloves to staff handling money	
	Answering phone	Disinfect telephone after each use	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available in office for staff Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use Promote hygiene practices to public	
	Cleaning	Regularly wipe down work benches / surfaces computer keyboard / mouse /photocopiers/ printers / chairs and telephone with disinfectant. Regularly disinfect outdoor furniture, spaces, and resources. Regular cleaning of toilets/showers/change rooms	
	Information Dissemination	Signage to inform customers regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters.	
	Activities / Programs	Restrict / cancel program in accordance with risk management practices and advice received from Australian Government and Health Authorities	
	Staff / Work Arrangements	Communicate Council's direction regarding status of the facility with pool lessee. Pool lessee to advise staff accordingly. Essential maintenance services to be continued by Council staff in accordance with directions from Council.	
Health Promotions	Social Distancing	Enforce social distancing to clients Educate clients and provide information in regard to social distancing to clients and program staff.	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available for staff and clients. Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use Promote hygiene practices to public.	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
	Cleaning	Regularly wipe down work benches / surfaces computer key board / mouse / photocopiers/ printers / tables/ chairs and telephone with disinfectant. Regularly disinfect other furniture, spaces and resources	
	Information Dissemination	Encourage staff to participate in Flu Vaccination Program Signage to inform clients regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters. Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email or SMS	
	Activities / Programs - Youth	Restrict / cancel program in accordance with risk management practices and advice received from Australian Government and Health Authorities	
	Activities / Programs – Seniors (High Risk)	Restrict / cancel program in accordance with risk management practices and advice received from Australian Government and Health Authorities.	
	Activities / Programs – Men's Group (High Risk)	Restrict / cancel program in accordance with risk management practices and advice received from Australian Government and Health Authorities	
	Staff / Work Arrangements	Staff work arrangements will be implemented in line with advice received from the Australian Government and Health Authorities e.g. *Minimise number of staff in workplace *Alternate duties include welfare checks on high risk / vulnerable members of the community. *Work from home / QCWA Hall If required Separate program staff if required	
	Entering / Exiting Building	Four entrances / exits to the building are identified. Staff allocated a door to utilise when arriving and departing from work.	
NDIS	Social Distancing	Ensure 1.5m from each other always Restrict gatherings / non-essential meetings. Encourage telephone / videoconferencing.	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser available in office for staff Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
	Cleaning	Regularly wipe down work benches / surfaces computer keyboard / mouse / chairs and telephone with disinfectant.	
	Information Dissemination	Signage to inform customers regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters. Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email or SMS	
	Staff / Work Arrangements	NDIS Coordinator is only staff member in the NDIS office. Minimal contact with other Council staff. Could work from home if required offering wellbeing checks, support to clients and working on current projects.	
	Communication	Client contact will be limited to telephone only unless face to face communication is necessary.	
Community Services	Social Distancing	Ensure 1.5m from each other at all times Staff in separate offices	
	Workstation Arrangements	Utilise your workstation only, unless receipting	
	Answering Telephones	Utilise own telephone Disinfect telephone regularly	
	Personal Hygiene Practices	Regularly wash hands Hand sanitiser available in office for staff Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use	
	Cleaning	Regularly wipe down work benches / surfaces computer keyboard / mouse / chairs and telephone with disinfectant.	
	Activities / Programs	Manage all community activities / programs and events in accordance with directions received from the Australian Government and Health Authorities. Ensure community are aware of changes to Council & community activities / events.	
	Entering / Exiting Building	Four entrances / exits to the building are identified. Staff allocated a door to utilise when arriving and departing from work.	



SECTION	RISK IDENTIFIED	ACTION IMPLEMENTED	DATE NOTED / IMPLEMENTED
Pest Management	Social Distancing	Staff to practice social distancing (1.5m) when in the vicinity of others	
	Personal Hygiene practices	Regularly wash hands Hand sanitiser in vehicle Cover mouth and nose with tissue when coughing & sneezing or cough into elbow. Throw tissue away after use	
	Cleaning	Regularly wipe down work benches / surfaces computer keyboard / mouse / chairs and telephone with disinfectant where applicable	
	Meetings	All necessary meetings involving two or more staff will be held in the Council Boardroom or Training Room. Encourage telephone / videoconferencing	
	Information Dissemination	Signage to inform customers regarding social distancing, awareness of Coronavirus and good hygiene practices. Information regarding changes to Council operations to be disseminated via Website, FB, Emails and Signage/posters. Regular updates in relation to the pandemic will be provided via toolbox talks, staff meetings, email, or SMS	
	Staff / Work Arrangements	Staff work arrangements will be implemented in line with advice received from the Australian Government and Health Authorities e.g. Work in isolation where possible and limit contact with others. Communicate via mobile telephone / radio.	
	Plant	Wash plant regularly. Disinfect and wipe down interior regularly.	
	Landholder communication	Limit personal contact where possible Act as conduit to disseminate information to rural landholders. Restrict / cancel all pest management activities e.g., trapping workshops, common musters etc.	



Workforce Change Activation Plan

Phase	Trigger	Action
Phase 1 – Modify Practices	COVID-19 pandemic in Australia LDMG Status - ALERT	At risk to work remotely Waste services work remotely Plumbers work separately Building trades work separately ARO work as separately as possible
Phase 2 – Change Practices	COVID-19 pandemic in SW Qld (Quilpie/Murweh/Paroo/Bulloo/Barcoo) LDMG Status – <u>LEAN FORWARD</u>	Work from home / remote implemented Work from alternate offices implemented
Phase 3 – Partial Shutdown	COVID-19 pandemic in Quilpie Shire LDMG Status – <u>STAND UP</u>	Work from home / isolation extended Non-Critical roles stood down High risk staff stood down (where not covered above)
Phase 4 – Total Shutdown	COVID-19 in Quilpie Shire LDMG Status – <u>STAND UP</u>	Work from home / isolation Non-critical roles stood down



Reference documents include:

The *WHO Influenza Risk Management Guide* introduces a risk-based approach to pandemic influenza risk management and encourages Member States to develop flexible plans based on national risk assessment, and considering the global risk assessment conducted by WHO

The *Australian Health Management Plan for Pandemic Influenza (AHMPPI)*, the federal government health sector pandemic influenza plan, outlines the agreed arrangements between the Australian Government and State and Territory Governments for the management of an influenza pandemic.

The Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19) outlines the approaches to responding to a COVID-19 throughout the different stages of the event.

Emergency Response Plan for Communicable Disease Incidents of National Significance: National Arrangements establishes agreed national coordination and communication arrangements for the management of communicable disease incidents of national significance, consistent with the high-level crisis management arrangements outlined in the Australian Government Crisis Management Framework.

The Queensland Health Pandemic Influenza Plan (to be read in conjunction with the Queensland Health Disaster and Emergency Incident Plan) provides a strategic outline of QH responses to an influenza pandemic. It does not include detailed operational procedures.

The Queensland State Disaster Management Plan (QSDMP) describes Queensland's disaster management arrangements (QDMA) that implement the guiding principles and objectives of the Disaster Management Act 2003 along with the Emergency Management Assurance Framework (EMAF). All events, whether natural or caused by human acts, should be managed in accordance with the QSDMP.

Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline provides flexible, good practice suggestions and advice to those responsible for implementing disaster management practices

Queensland Recovery Plan provides information and guidance on the governance, planning and operations issues relating to disaster recovery for all hazards.



**Warrego
Area Fire Management Group**

Quilpie Shire
Operation Sesbania

BUSHFIRE RISK MITIGATION PLAN

15th January 2022 to 14th January 2023

Version 1.1

Version 1.1

Quilpie Shire
Operation Sesbania

Page 1 of 10

Table of Contents

Warrego Area Fire Management Group Members:	4
1 Purpose	5
2 Role of the Area Fire Management Group	5
3 Method used to prepare this plan	6
3.1 Principles	6
3.2 Risk Assessment Methodology	6
3.3 Risk Assessment Process (Figure 2)	7
3.3.1 Stage One	7
3.3.2 Stage Two – Evaluating Outcomes	7
4 Area Fire Management Group Meeting – Objectives	8
5 Warrego Area Fire Management Group priority localities & planned activities (Operation Sesbania Implementation Plan)	9
6 References	10
7 Appendices (Maps or other attachments)	10

Document title:	Operation Sesbania, Bushfire Risk Mitigation Plan Template		
Prepared by:	A/Bushfire Safety Officer, Aaron Sheehan – Office of Bushfire Mitigation A/Inspector, Manager Bushfire Safety, Wayne Ford – Office of Bushfire Mitigation		
Contributors:	A/Superintendent, Executive Manager Operations, Paul Storrs - Office of Bushfire Mitigation A/Superintendent, Executive Manager Bushfire Mitigation Strategy and Policy, Adam Moss - Office of Bushfire Mitigation		
Reviewed by:		Date of review	New version number
Mitigation Inspectors	Feedback – Incorporated	17-18/02/2022	Draft 0.8
Authorised by:	A/Chief Superintendent, Neil Kelso, Director Regional Coordination Rural Fire Service		V 1.0 (Final)

Document Status

Date	Officer	Position	Status	Date of Review	New version number
04/05/2022	Neale Ray	AFMG Chair	Draft		
22/6/2022	All	AFMG Members (see below)	Endorsed		
22/6/2022	Neale Ray	AFMG Chair	Approved		
23/6/2022	Damien McNair	LDMG	Provided		
AFMG Chair Approval:			Local Disaster Management Group (LDMG) Noted:		
Name: Neale Ray			Name: Damien McNair		
Position: Chair of AFMG – Warrego			Position: LDMG Representative– Quilpie		
Date 22/06/2022			Date 23/06/2022		
Version Number: 1.1			Version Number: 1.1		

OFFICIAL

This document is maintained in electronic form. The approved version of this document template is located on the QFES RFS OBM Sharepoint Site. It is the responsibility of the user to verify that this copy is the latest version.

Version 1.1

Quilpie Shire
Operation Sesbania

Warrego Area Fire Management Group Members:

Name	Position	Organisation
Neale Ray	Chair	QFES RFS
Michael Welsh	Coordinator	QFES RFS
Steele Davies	Secretariat	QFES RFS
Stewart Dundas	Representative	QFES F&R Roma
John Fogarty	Representative	QFES F&R Charleville
David Bennett	Representative	QFES SES
Taylor Byrnes	Administration Support	QFES RFS
Scott Walsh	Representative	QFES EMC
Amer Tawfik	Representative	Bulloo Shire Council
Donna Hobbs	Representative	Bulloo Shire Council
James Theuerkauf	Representative	Bulloo Shire Council
Gemma Lines	Representative	Maranoa Regional Council
Fiona Vincent	Representative	Maranoa Regional Council
Rob Hayward	Representative	Maranoa Regional Council
Darren Kay	Representative	Maranoa Regional Council
Digby Whyte	Representative	Balonne Regional Council
Melissa Round	Representative	Balonne Regional Council
Lachlan Grundon	Representative	Balonne Regional Council
John Wallace	Representative	Murweh Shire Council
Tony Koch	Representative	Paroo Shire Council
Damien McNair	Representative	Quilpie Shire Council
Dan Beard	Representative	QPWS
Omar Bakhach	Representative	QPWS
Lindie Pasma	Representative	Qld Parks & Wildlife
Brett Duke	Representative	Qld Parks & Wildlife
Steven Dillon	Representative	TMR
John Fry	Representative	Ergon Energy (SW Region)
Doug Beattie	Representative	Ergon Energy (Roma)
Brent Alexander	Representative	Ergon Energy (Charleville)
Steve Bruton	Representative	Ergon Energy
Jim Sands	Representative	Santos
Dion Horn	Representative	QPS Roma
Chris Mitchell	Representative	QPS Roma & Dalby
Dan Nunn	Representative	QPS Charleville
Col Neal	Representative	Origin
Brett McHugh	Representative	Origin
Paul McDonald	Representative	Southern Qld Landscapes
Trish McKenzie	Representative	Agforce South West
Melissa Kimlin	Representative	Agforce Southern Inland
Adam Osborne	Representative	Queensland Murray Darling Catchments Limited
Malcolm Brown	Representative	Queensland Murray Darling Catchments Limited
Ryan Brown	Representative	Queensland Murray Darling Catchments Limited
Alistair Hartley	Representative	Bush Heritage

For further details about this BRMP or the AFMG please contact:

Neale Ray Area Director

Chair, Warrego Area Fire Management Group

Email: Neale.Ray@qfes.qld.gov.au

Version 1.1

Quilpie Shire
Operation Sesbania

1 Purpose

In recent years, Queensland and other States have experienced bushfires with wide-ranging and severe impacts to communities, infrastructure and the environment. These concerns are reflected in the Royal Commission into National Natural Disaster Arrangements report, otherwise known as the 'Bushfires Royal Commission 2020'.

Because of these recent impacts and concerns and the potential for continuing challenging bushfire conditions into the future, proactive efforts to mitigate bushfire risks continues to be of high importance at all levels of government and throughout the Queensland community.

This BRMP will be used to support:

- The identification of Bushfire Hazards within a Local Government area.
- Support long term vegetation management and Community Engagement initiatives.
- Operational planning, long term (1-3 years) and decision making by AFMG members during the annual Operation Sesbania implementation period
- Forward planning for progressive future mitigation activities in subsequent years (AFMG partner three-year business plan if available)
- Support operational readiness planning of QFES, its partner organisations and landowners in preparation for bushfires.
- The integration of hazard - specific planning for bushfire mitigation into Queensland's Disaster management arrangements.
- Recognition of Local Disaster Management Plans (LDMPs) and associated activities of Local Disaster Management Groups (LDMGs)

The BRMP also establishes a collaborative standardised framework for the reporting of bushfire mitigation activities during the annual Operation Sesbania reporting cycle.

2 Role of the Area Fire Management Group

Rural Fire Service (RFS) leads the coordination of AFMGs to support a collaborative approach in the planning, implementation and reporting of bushfire mitigation activities.

The *Disaster Management Act 2003* identifies that preventing, preparing for, responding to, and recovering from bushfires and other natural disasters is a shared responsibility involving government agencies, individual landholders, non-government, and private organisations.

AFMGs provide the primary mechanism for the coordinated identification of high-risk areas, the planning of bushfire mitigation activities, and the preparation of the BRMP for applicable Local Government Areas.

AFMGs also play a key role in supporting biodiversity in the landscape through, connecting communities, landholders, and partners with local level bushfire mitigation activities.

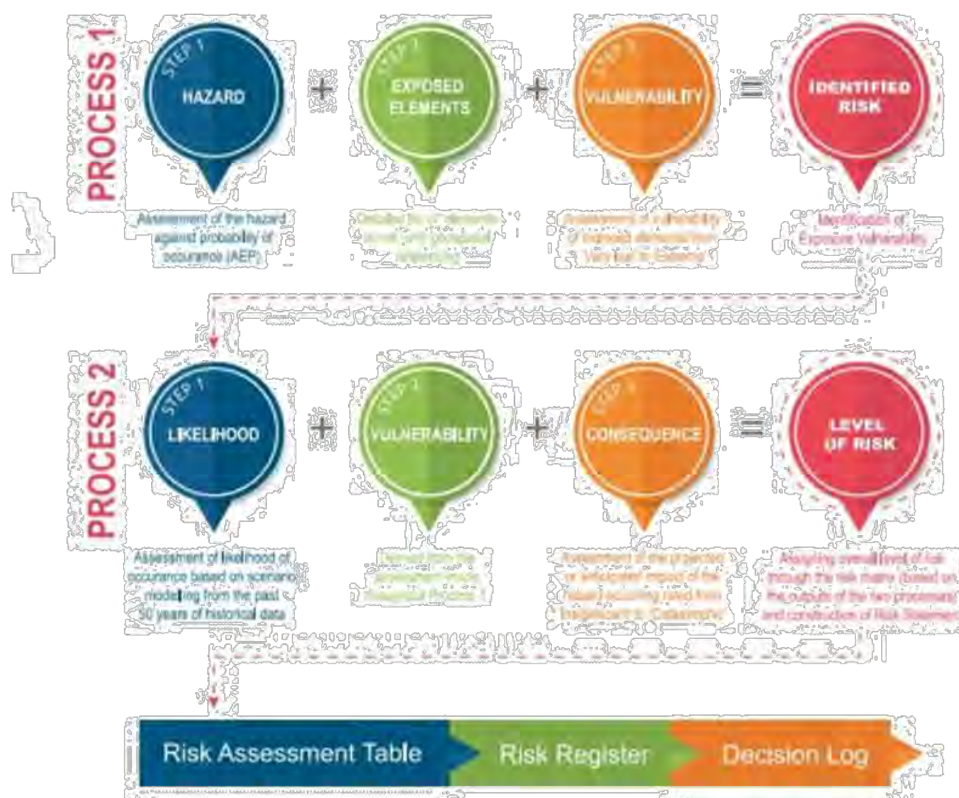
3 Method used to prepare this plan

3.1 Principles

The method used to prepare this plan is guided by the recommendation from the matters raised in the 2019 review of Queensland Bushfires by the Inspector General of Emergency Management. Reference, IGEM – Queensland Bushfires Review Report 2: 2019-2020

3.2 Risk Assessment Methodology

The methodology used to assess bushfire risk for Operation Sesbania, is based on the Queensland Emergency Risk Management Framework (QERMF), as outlined in section 3.5 of Queensland's Disaster Management Guideline.



The QERMF also upholds international best practice championed by the United Nations Office for Disaster Risk Reduction (UNISDR) and the Global Facility for Disaster Reduction and Recovery (GFDRR).

The risk assessment methodology adopted for Operation Sesbania applies the QERMF (process one) to integrate geospatial data (GIS Data) and local knowledge (process two) on four risk factors (bushfire hazard, vulnerability, exposed elements (buildings) and likelihood) to estimate bushfire risks at the locality scale, and to inform the identification of specific at-risk hotspots.

3.3 Risk Assessment Process (Figure 2)

3.3.1 Stage One

In preparing the BRMP, a structured and transparent approach is used to implement the following steps.

Process One	Assess and record the level of bushfire risk utilising integrated geospatial data (GIS data including, bushfire hazard, vulnerability, and exposed elements (buildings) at the start of the planning cycle for all localities in Quilpie Shire Local Government Area (LGA).
Process Two	Drawing on local knowledge of Warrego AFMG members regarding risk factors, specific to the bushfire hazard, likelihood, and consequence.
Outcome	Identify high-risk communities or infrastructure hotspots associated with these high-risk localities.
Risk Treatment	Identify planned activities to mitigate bushfire risks at these hotspots, specifically: <ol style="list-style-type: none"> 1. hazard reduction activities (incl. planned burn, mechanical reduction, grazing management), 2. firebreak or fire trail upgrades, maintenance, or construction, 3. community education activities (incl targeted community activities), 4. engaging and providing information to the community in preparing their property and family for the impact of bushfire.

3.3.2 Stage Two – Evaluating Outcomes

Annual residual risk will be documented and provided to the RBC and LDMG. Annual residual risk will also be included in the following years Operation Sesbania mitigation planning cycle. (Refer to Operation Sesbania annual planning template)

1. Operation Sesbania dashboard tools provide progress reports, including the completion of planned mitigation activities.
2. Operation Sesbania dashboard technologies assess and adjust the level of bushfire risk (high, medium, low) continuously as completed mitigation activities are uploaded via the applicable application technologies.

Information contained within this report will provide an input to pre-season bushfire readiness planning and regional assessment of residual risk by RFS and other response agencies (Regional Response Plan).

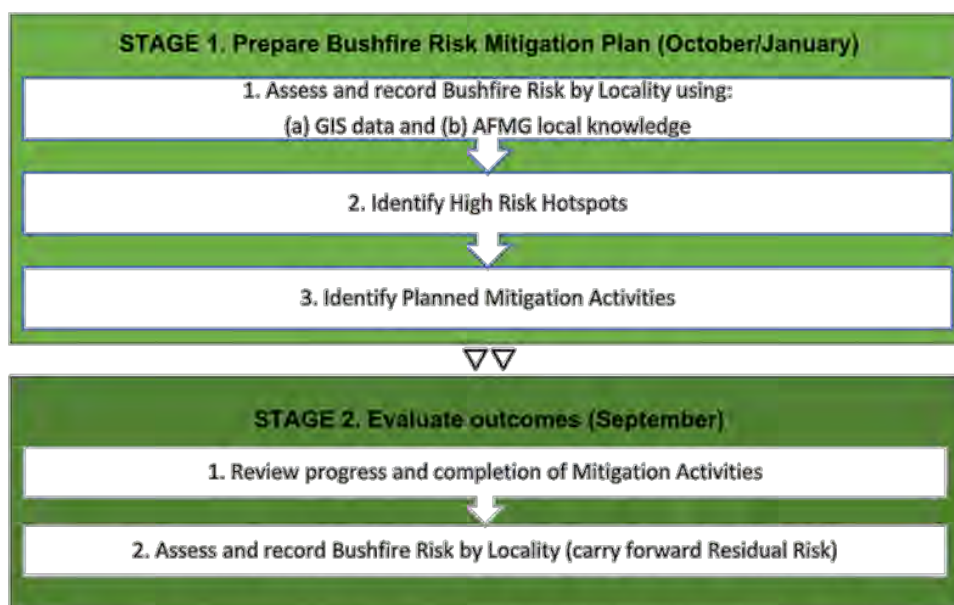


Figure 2. Staged approach for Assessing Bushfire Risk, identifying priority area, planning mitigation activities, reviewing progress and assessing residual risk for Regional Response Plans and preparation for the Yearly Mitigation Report to the SBC.

4 Area Fire Management Group Meeting – Objectives

The Warrego AFMG meeting held at Starlight Motor Inn, 20B Bowen Road, Roma on the 8th of March 2022 reviewed the level of bushfire risk in the Quilpie Shire LGA, by combining formal evidence plus the local knowledge of AFMG partners and stakeholders regarding Overall Fuel Hazard Rating (AFMG estimate) and the Average Likelihood of Fire Arrival (AFMG estimate).

The AFMG also identified high priority hotspots of buildings (assets) with a high risk from bushfires and identified several planned activities within the Operation Sesbania implementation cycle to mitigate these risks. (12-month implementation plan) (See table 5

5 Warrego Area Fire Management Group priority localities & planned activities (Operation Sesbania Implementation Plan)

[illegible]

6 References

Governance & Administration Guide for Queensland Fire Management Groups and Committees.

Blanchi, R., J. Leonard , et al. (2013). Environmental circumstances surrounding bushfire fatalities in Australia 1901-2011. Environmental Science & Policy.

Chen, K. and J. McAneney (2004). Quantifying bushfire penetration into urban areas in Australia. Geophys. Res. Lett. 31(12): L12212.

Leonard, J., Newnham, G., Opie, K., and Blanchi, R. (2014) A new methodology for state-wide mapping of bushfire prone areas in Queensland. CSIRO, Australia.

Leonard, J., Opie, K. (2017) Estimating the potential bushfire hazard of vegetation patches and corridors. CSIRO, Australia.

Error! Hyperlink reference not valid.<https://www.igem.qld.gov.au/queensland-bushfires-review-2019-20>

<https://www.disaster.qld.gov.au/dmg/Pages/DM-Guideline.aspx#3.5>

<https://naturaldisaster.royalcommission.gov.au/publications/html-report>

[https://www.igem.qld.gov.au/sites/default/files/2020-](https://www.igem.qld.gov.au/sites/default/files/2020-02/2019%20Qld%20Bushfires%20Review%20Report%20-%20PUBLIC%2002%202020.pdf)

[02/2019%20Qld%20Bushfires%20Review%20Report%20-%20PUBLIC 20 02 2020.pdf](https://www.igem.qld.gov.au/sites/default/files/2020-02/2019%20Qld%20Bushfires%20Review%20Report%20-%20PUBLIC%2002%202020.pdf)

7 Appendices *(Maps or other attachments)*

12.3 APPLICATIONS FOR ROUND 2 RADF FUNDING 2022 23

IX: 232049

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.6 Celebration of the arts, culture, and local and natural history

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider RADF Round 2, 2022/23 Applications for approval

RECOMMENDATION

That Council approves an additional Council contribution of \$2,080.00 to the 2022/23 RADF Funding Program to allow the approval of the following applications for the RADF Round 2, 2022/2023 Program:

Organisation	Project	Ex GST Amount
Quilpie Cultural Society	Maxine Thompson 2 Day pastel Workshop	\$1,269.00
Quilpie Cultural Society	Alison Shaw – 2 Day Glass Workshop	\$845.00
ENHM	The Amazing World of Slime Moulds	\$3,802.00
	Total	\$5,916.00

BACKGROUND

RADF 2022/23 funding amount - \$25,000

Council Contribution amount - \$4,980.00

TOTAL 2022/23 Funding - \$29,980.00

Round 2, 2022/23 Funding Applications closed on Wednesday 30 November 2022. Three applications were received. The total RADF funding amount requested for round 2 was \$5,916.00.

The current amount of available RADF Funding is \$3,837.00. Approval for all three applications would require an extra Council contribution of \$2,080.00.

Project Overview:

The RADF program is designed to encourage all sectors of the community to participate in arts and culture in some form. As Quilpie is a small remote council area, the RADF Program activities offered are easily accessible to all community members.

OPTIONS

- Option 1: That Council approves an extra Council contribution of \$2,080.00 and approves all 2022/23 Round 2 Applications.
- Option 2: That Council does not approve an extra Council contribution of \$2,080.00 and only approves 2022/23 round 2 applications to the value of \$3,837.00.
- Option 3: That Council does not approve any of the 2022/23 round 2 applications.

CONSULTATION (Internal/External)

2022/23 RADF Committee

Quilpie Shire Council

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

C.01 – Community Assistance Policy

C.02 Quilpie Shire Art and Cultural Policy

Corporate Plan:

6.2.4 Embrace and promote community activities and special occasions

6.2.5 Provide a range of leisure and recreation activities for the benefit of the community

6.2.6 Provide community and local organisations with access to grants and funding for community events and celebrations

FINANCIAL AND RESOURCE IMPLICATIONS

RADF 2022/23 approved funding	– \$29,980.00
RADF 2022/23 remaining funds	- \$3837.00
RADF 2022/23 round 2 requested funding	- \$5917.00
RADF extra Council contribution required	- \$2080.00

RISK MANAGEMENT IMPLICATIONS

N/A

12.4 COMMUNITY ASSISTANCE PROGRAM APPLICATION - QUILPIE POLOCROSSE CLUB

IX: 232055

Author: Toni Bonsey, Corporate and Community Administration Officer

Attachments: 1. QPA Comm Grant App.pdf

KEY OUTCOME

Key Outcome: 1. Great Place to Live

Key Initiative: 1.2 Spaces to bring people together for recreation, socialisation and enjoyment of the landscapes

EXECUTIVE SUMMARY

An application has been received from the Quilpie Polocrosse Club Inc. for \$2,500 in-kind support from Quilpie Shire Council.

The request includes the provision of a grader and operator and the use of the tractor to prepare the polocrosse fields for the 2023 Polocrosse season. The Quilpie Polocrosse Club would like to commence this work before the end of December 2022.

The preparation of the polocrosse fields allows club members to work horses for fitness in the lead up to the annual 2023 carnival in a safe area.

RECOMMENDATION

That Council approves the request from the Polocrosse Club for \$2,500 in-kind support for the provision of a grader and operator and the use of the tractor for the preparation of the polocrosse fields.

BACKGROUND

Each year the Quilpie Polocrosse club holds its annual carnival and requests in-kind support from the Quilpie Shire Council to assist with the preparation of the polocrosse fields to allow the club members to work their horses for fitness in a safe area. The request for this assistance is for the value of \$2,500.

The Quilpie Polocrosse has submitted applications and been approved for the same in-kind assistance for the previous five years.

OPTIONS

- Option 1: That Council approves the request for \$2,500 in-kind support of a grader and operator and the use of the tractor for field preparation.
- Option 2: That Council does not approve the request for \$2,500 in-kind support of a grader and operator and the use of the tractor for field preparation.

CONSULTATION (Internal/External)

Quilpie Shire Council

Quilpie Polocrosse Club Inc.

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION**Local Government Regulation 2012****Part 5 Community grants****Section 194 Grants to community organisations**

A local government may give a grant to a community organisation only —

(a) if the local government is satisfied —

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.

Section 195 Community grants policy

*A local government must prepare and adopt a policy about local government grants to community organisations (a **community grants policy**), which includes the criteria for a community organisation to be eligible for a grant from the local government.*

Council Policy:**C.01 Community Assistance Program Policy**

This policy covers any request from the community or community organisations outside of established works programs and Council operations. The scope includes financial assistance to community organisations, assistance to businesses and sponsorship requests. Requests for funding will typically be capped at \$2,000 however each request will be considered on a "merit based" approach.

The identified priorities for funding under this program are:

- To assist a community organisation where there is a genuine need or hardship preventing them from operating or undertaking core activities;
- To enhance existing events or programs to increase the benefits to the community;
- To enhance economic development and skills base in the Shire;
- To develop open spaces and sport and recreation facilities within the Shire;
- To promote active participation from a range of community sectors such as youth, aged, family, urban, rural etc.; and
- To promote local procurement.

FINANCIAL AND RESOURCE IMPLICATIONS

Budget \$50,000

Expenditure to Date \$6,500

Balance \$43,500

In-Kind to Date		
Bulloo Bush Ball	Bus Hire Fee (1 day)	\$41.00 per day
Uniting Church	Bullo Park Hire Fee	\$150.00
Quilpie Sporting Clays	Table & Chair Hire, Bain Maree, Generator, Portalo, stage and BBQ	\$250.00
Quilpie Golf Club	Bus Hire Fees, Chair Hire Fees	\$141.00
Powerhouse Youth	Waiver of Fees Bulloo Park	\$315.00
Quilpie Motorcycle Club	in-kind value	\$600
Adavale Veterans Retreat	In-kind value	\$1,200.00

RISK MANAGEMENT IMPLICATIONS

All works to be carried out in accordance to Council procedures and policies

1.1 Type of assistance being sought:	
<input type="checkbox"/>	Direct cash contribution
<input checked="" type="checkbox"/>	Provision of assets
<input type="checkbox"/>	Concession
<input checked="" type="checkbox"/>	In-kind
1.2 Applicant details:	
Organisation / Individual Name:	Quilpie Polo & Polocrosse Club Inc
Contact Person for Project:	Tom McWaters 0427 024 716
Postal Address:	PO Box 65 Quilpie QLD 4480
Email Address:	quilpiepolo4480@gmail.com
Telephone No:	0458577859 (Tel) 0427 024 716 (Tom)
1.3 Brief description of the project / activity for which assistance is being requested:	
Preparation of polocrosse fields for club members to be able to work horses for fitness & for the annual carnival (Please attach additional information if required)	
1.4 Event Details	
Name of Event:	Polocrosse Session Prep & Carnival
Date of Event:	July 2022 to June 2023
Amount of Funding Requested:	\$ 2500
Amount of Funding Provided by the Applicant:	\$ 500
Amount of Funding Provided by Others:	\$ 500
Total Estimated Cost of Project:	\$ 3000
Are you GST registered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Note: Please ensure your figures include GST, as this will be the final figure paid	
1.5 Project timeframe	
Project Start Date	1 Dec 2022
Project End Date	30 June 2023
Acquittal Report Due (8 weeks after end date)	25 Aug 2023
1.6 Details of other endeavours to raise funds	
Club raises funds yearly through the annual carnival	
1.7 Financial position of applicant as at the date of this application including a copy of a recent bank statement and supporting information on why funds are required:	
As the costs of running our annual carnival is very high the funds held in our account are a backstop. (Please attach additional information if required) The club is also in the process of acquiring machinery equipment to assist in maintaining our fields.	

1.8 Previous Assistance?			
Have you received previous Council Assistance?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Please list previous Council Assistance	last 5 years.		
Have previous programs been acquitted?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No


1.9 Please outline the aims of the project and the direct benefits to the community as a result of this project:

This project will allow for a safe area for community + club members to be able to work horses in preparation for our upcoming polorosse season & also give club opportunity to practice on school holidays

1.10 Bank details			
Name:	Quilpie Polorosse Club Inc		
Bank	NAB.	Branch:	
BSB:		Account Number:	

1.11 DECLARATION

We, the undersigned do hereby certify that we believe the information contained in this application to be accurate and reliable.

Name	Signature	Date
Committee Member / Authorised Persons:		
Rebecca Thompson		30/11/2022

Note: The Community Assistance Acquittal Form must be postmarked or hand delivered to the Quilpie Shire Council NO LATER than eight (8) weeks after the completion of your project. Further assistance will not be given until Acquittal reports are received

Community Assistance Application

13 FINANCE

13.1 REQUEST FOR ALLOWANCE OF DISCOUNT AND WRITE OFF ANY INTEREST ACCRUED - ASSESSMENT 00815-00000-000

IX: 232035

Author: Alisha Moody, Rates Officer

Attachments: Nil

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.4 Long-term financial sustainability underpinned by sound financial planning and accountability

EXECUTIVE SUMMARY

The purpose of this report is to consider a request to allow the prompt payment discount on assessments 00815-00000-000 and write off any interest that has accrued, after the ratepayer missed the due date of 20 October 2022.

RECOMMENDATION

That Council does not allow the prompt payment discount on assessment 00815-00000-000 or write off any interest that has accrued, as a result of missing the due date.

BACKGROUND

The rate payer advised that they assumed the rates had been paid, stating *"I had even written the date that I did the transaction on the rates notice, 15.10.2022 and subsequently filed said notice away"*. The ratepayer advised that they have no idea why this transaction did not go through as the payment for another property which was done on the same day went through.

The ratepayer also advised in correspondence to Council that:

"I was away at the time the payment was done due to medical procedures and a medical emergency. Also, at the time of the transaction/payment we were in the process of changing bank accounts, so whether this created a glitch within the internet banking and payment system, I don't know. The only other conclusion I can come to, is that I neglected to hit the submit button at the time of the transaction, quite possible due to stress levels at the time."

I assure you that this is a genuine misunderstanding and consequent oversight, as we have always paid our rates on or before the due date."

The ratepayer subsequently paid the rates on 9 November 2022. The amount outstanding on the rates (equal to the discount) is \$431.66 plus interest accrued to 30 November of \$22.36.

To encourage the prompt payment of rates, Council offers ratepayers a discount on payments received during the nominated discount period in accordance with Section 130 of the *Local Government Regulation 2012*.

For discount to be allowed, full payment of all rates and charges, including overdue rates, charges, interest, fees and levies appearing on the rate notice must be received by the close of business on or before the due date.

As the rates notice was not paid by the due date, it is recommended that the discount not be allowed and subsequent interest not be written off, in this instance.

CONSULTATION (Internal/External)

Sharon Frank, Manager Finance and Administration

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Recovery of Rates and Charges and General Debt Policy

Revenue Policy

Local Government Act 2009

Local Government Regulations 2012

FINANCIAL AND RESOURCE IMPLICATIONS

The financial impact of allowing discount and writing the interest off, will result in a reduction of interest revenue of \$22.36 (at the time of writing the report) and a reduction in General Rates revenue with the allowance of discount \$431.66.

RISK MANAGEMENT IMPLICATIONS

In accordance with Council's Risk Management Policy.

14 GOVERNANCE

14.1 SOUTH WEST PUB CHOIR INITIATIVE

IX: 231996

Author: Karen Grimm, Manager Tourism & Economic Development

Attachments: Nil

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.7 Provide a sought-after visitor experience and build experiential tourism

Key Outcome: 1. Great Place to Live

Key Initiative: 1.6 Celebration of the arts, culture, and local and natural history

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation about hosting a pub choir event in 2023, in partnership with South West Councils.

RECOMMENDATION

1. That Council;
 - (a) Support the South West Pub Choir event for 2023 to guarantee inclusion from one hotel in the Quilpie Shire to be included in the tour. The successful hotel to be determined by Expression of Interest at a later date; and
 - (b) Approves entering into agreement with the event provider to host a Pub Choir event in 2023; and
 - (c) Delegate power to the Chief Executive Officer, in accordance with the Local Government Act 2009 to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this project, subject to Council's normal procurement policies and practices.

BACKGROUND

Pub Choir is an inter-active show that guides and encourages participants to become their very own choir by the end of the show. Founded in Brisbane in 2017, it has been hugely successful and continues to grow in popularity with events now held widely around Australia as well as in New Zealand, the United States and England. The program most recently gained international media attention with their rendition of Kate Bush's song, *Running Up that Hill*.

Balonne Shire Council identified the opportunity as a way to support their communities who had been affected heavily by flooding and extended road closures. The concept was identified as a way to attract an event that would connect with local residents and draw travellers from outside the region

to stimulate the economy. This idea was presented to the South West Queensland Regional Organisations of Councils Tourism Group (SWQROCTG) in August 2022 as an opportunity to create something unique and to make it more affordable for areas to participate. The group identified that an event of this nature would fit in the traditional shoulder seasons of the region, potentially second half of 2023.

The group identified it help build community spirit / morale, as well as providing a flagship show in each community as part of tourism development across the South West.

As such, the SWQROCTG recommended that the Pub Choir coordinator, John Patterson present to the SWQROC Management Committee which resulted in the 6 Mayors endorsing SWQROC signing up to a program of tours in 2023.

Identified benefits of the Pub Choir concept for Quilpie Shire:

- Build community spirit/morale and bring a world renowned event to our small community
- Attract more visitors to the Shire and stimulate the local economy
- Generate positive media coverage of the Shire and the South West region
- Promote the diversity of our tourism products and experiences
- Professionally produced legacy video of the event
- Add to a vibrant and diverse calendar of events within the Quilpie Shire.

Financial implications

Based on discussions with Pub Choir coordinator, John Patterson, the approximate cost to host a regional program of tours across South West Queensland would be \$70,000. The table below lists the contributions from each Council based on considerations such as capacity to pay which the SWQROC Management Committee agreed to;

Council Member/Organisation	\$ contribution
Balonne Shire Council	\$13,500.00
Bulloo Shire Council	\$6,500.00
Maranoa Regional Council	\$16,500.00
Murweh Shire Council	\$14,500.00
Paroo Shire Council	\$6,500.00
Quilpie Shire Council	\$6,500.00
SWQROC	\$6,000.00
TOTAL	\$70,000.00

This financial cost could be reduced prior to the event through external funding grant applications to reduce costs to Council. Council could also ask for a small contribution from the participating hotel to be part of the program. No amount has been identified at the time of this report.

Tickets are typically sold to participate in these event upwards of \$45 per person. Council may consider a small cover charge to reduce Councils contribution.

The above amount would cover accommodation costs, sound equipment, travel costs between venues and a promotional video of each location.

OPTIONS

Option 1 – recommended

That Council:

- a) Support the South West Pub Choir event for 2023/2024 to the value of \$6,500.00 to guarantee inclusion from one hotel to be included in the event. The successful hotel to be determined by Expression of Interest at a later date; and

- b) Delegate power to the Chief Executive Officer, in accordance with the Local Government Act 2009 to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this project, subject to Council's normal procurement policies and practices.

Option 2

That Council do not support the South West Pub Choir tour initiative and advise SWQROC members of this decision.

CONSULTATION (Internal/External)

Consultation has occurred with SWQROC member councils and the SWQROC Tourism Group about the benefits of participating in this initiative.

No consultation has occurred with local hotels about the initiative to date.

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

If all six shires participate in the Pub Choir regional concept, Quilpie Shire would be required to contribute \$6,500. In kind support would be in the way of administrative support, promotion and marketing of the event and absorbed into operational costs.

2022/2023 Operational Budget – Tourism events 5531-2200-0000

- Pub Choir \$6,500.00

RISK MANAGEMENT IMPLICATIONS

Low, in accordance with Council's Risk Management Policy.

14.2 2023 QUILPIE SHIRE COUNCIL BUSINESS SUPPORT PROGRAM

IX: 231997

Author: Karen Grimm, Manager Tourism & Economic Development

Attachments: 1. DRAFT 2023 Business Support Grants program guidelines flyer
2. DRAFT 2023 Business Support Program application form

KEY OUTCOME

Key Outcome: 2. Flourishing Economy

Key Initiative: 2.4 Enhance and support our agricultural industry, resource sector and all businesses

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with a recommendation to endorse the 2023 Business Support Grant program.

RECOMMENDATION

That Council endorse the 2023 Business support grant program as presented and release the grant in December 2022.

BACKGROUND

Council has previously supported local business through the Shopfront Program, with the first round delivered in 2020 under the Drought Communities Program Extension program. The second round was funded fully by Council in 2021. The programs have delivered over \$385,000 in improvements to businesses in the Quilpie Shire.

The success of the shopfront program and Council's ongoing commitment to support local business has resulted in an expansion of the program in 2023. This expansion will support more priorities and continue to build business capacity to grow and expand.

2023 Priorities

This round of funding for 2023 will expand the level of support provided to local business through key priorities;

1. Business Growth and Innovation
 - Build a new website or
 - Refurbish existing website with new content and information or book now options
 - Investment in new technology i.e. Online booking software or point of sale software
 - Adding ecommerce (selling online and receiving payments)
 - Online content development (web pages, mobile apps, audio and visual media)
 - Software integration
 - Implement Workplace Health and Safety and contract management systems to allow the business to access new contracts
 - Cybersecurity tools

2. Shopfront Refurbishment

- All works are to be in accordance with accepted standards and any approvals that may be required will need to be in place;
- The funds from Council are to be used to pay wages, suppliers and contractors based locally within the Quilpie Shire wherever possible;
- All materials must be purchased locally within Quilpie Shire wherever possible;
- Only the external façade is eligible, not the entire building;
- Works could include repairs, painting, landscaping, signage, and remodelling or disability access.

3. Business Signage

- New signage must be located within Quilpie Shire (entry to relevant town or on business façade)
- Costs related to gaining permissions and permits must be in place prior to installation, including TMR or property owner property approval;
- Costs associated with the sign being professionally fabricated and installed by suitably qualified persons

These priorities will support the increase in their digital presence, improve business sustainability, boost turnover and profit and improve the appeal of the town and the promotion of local businesses.

The program will remain competitive, meaning that applications are competitively assessed. The program will be only available to businesses based in the Quilpie Shire.

Financial support

- Funding will provide up to 50% subsidy to the maximum value for each funding value;
- The subsidy will be provided at the completion of the paperwork and submission of required documentation before 1st December 2023
- Applications not submitted by the due date may not be considered;
- Applications will be assessed by Council on a merit based approach.

Funding levels			
	Priority	Minimum	Maximum
Business Growth and Innovation		\$500.00	\$5,000.00
Shopfront Refurbishment		\$500.00	\$5,000.00
Business Signage		\$500.00	\$2,000.00

Eligible applicants

Sole traders or small to medium businesses located within the Quilpie Shire Council Local Government area that are:

- New or existing business;
- Have an active Australian Business Number (ABN);
- Be registered for GST;
- Non-for-profits with at least 2 full time staff equivalent;
- Be located in Quilpie Shire, with main headquarters based in Quilpie Shire;
- Have 10 or fewer full-time equivalent employees;
- Not be insolvent or have owners/directors that are an undischarged bankrupt*;
- Acquitted any previous Council grants and have no overdue debts with Quilpie Shire Council.

**The business must be registered for GST and have headquarters in Quilpie Shire at all stages of the application process, and also maintain their eligibility for the duration of the grant funded activity.*

Ineligible applicants

- Non-for-profit community organisations and events with no full time equivalent staff are not eligible for this program. Council has community grants available at www.quilpie.qld.gov.au
- Corporately owned businesses and franchises
- Businesses located outside of the Quilpie Shire Council local government area

What is not eligible for funding?

- Council will not provide funding for retrospective activities or equipment (activities that have occurred, or equipment purchased, prior to the Council decision)
- Council will not provide funds for ongoing, administrative, operating or other 'business as usual' expenses (including utilities, wage related costs – such as staff or consultants, online costs – such as internet connectivity), registrations, general bookkeeping operational costs, fleet vehicles, computer hardware/gadgets;
- Council will not grant funds to businesses to cover administration costs completing their application.
- Council will not grant funds where a planning/building permit has been refused or not obtained.
- Funding cannot be used as a deposit or part of financing agreements.
- Applicants must be able to fund the cost of the project upfront and then Council will reimburse its contribution following the completion of the project.
- Community groups, incorporated groups and not-for-profit groups that are eligible to apply for Council's community and quick response grant programs are ineligible to apply for this program.
- Applications from past grant recipients will be deemed ineligible if they have overdue acquittals.
- Real estate/property, hire, lease or rental fees

Proposed Dates

Applications open:	16 th December 2022
Applications close:	12 th February 2023
Applications announced:	30 th March 2023
Projects to be completed:	1 st December 2023

Assessment

All applications will be presented to Council for assessment and endorsement in 2023, prior to applications being announced.

OPTIONS

1. That Council:
 - a. Endorse the 2022/2023 Business support grant program as presented and above the release of the grant in December 2022.
2. That Council:
 - a. Do not endorse the 2022/2023 Business Support Grant program as presented and request the following changes to be made to the program prior to release.

CONSULTATION (Internal/External)

Internal – Council Workshop, August 2022

External – Previous feedback received from past rounds identified interest in signage

LEGAL IMPLICATIONS

Nil

POLICY AND LEGISLATION

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

2022/23 Operational Budget - 0210-0000-0110 Business Support Program \$50,000

Funding spent to date: \$6,442.88*

Remaining funding to 30 June 2023: \$43,557.12

*There will be further spending updates prior to assessment of funding in February/March 2023.

RISK MANAGEMENT IMPLICATIONS

Nil



Quilpie Shire Council

Business Support Grants

2023 GUIDELINES

DRAFT



Key dates

Applications open	16th December 2022
Applications close	10th February 2023
Applications announced	30th March 2023
Projects to be completed by	1st December 2023



Application forms

W: www.quilpie.qld.gov.au
E: kareng@quilpie.qld.gov.au

ABOUT THE PROGRAM

Quilpie Shire Council continues to be committed to supporting local businesses through funding programs like the Shopfront Refurbishment Program. This program has delivered over \$385,000 in improvements to businesses in the Quilpie Shire.

The success of the shopfront program and Council's ongoing commitment to support local business has resulted in an expansion of the program in 2023. This will support more priorities and continue to build business capacity to grow and expand.

The program is still competitive, meaning that applications are competitively assessed against an assessment criteria, not all applicants may be funded.

The program is only available to businesses based in the Quilpie Shire.

Priority will be given to projects that look at new ways to do business, innovate, adapt and diversify.

2023 PRIORITIES

Council has identified the following priorities for the 2023 program:



**Business Growth
& Innovation**



**Shopfront
Refurbishment**



**Business
Signage**

Council have identified 2023 funding will support businesses to deliver the following:

- Increase their digital presence
- Improve business sustainability
- Boost turnover and profit
- Improve appeal of the town and the promotion of local business

IS MY BUSINESS ELIGIBLE?

Small to medium businesses located in the Quilpie Shire Council Local Government Area that are:

- New or existing business
- Have an active Australian Business Number (ABN)
- Registered for GST;
- Non-for-profits with at least two full time staff equivalent
- Have 10 or fewer full time equivalent employees;
- No be insolvent or have owners/directors that are an undischarged bankrupt
- Acquitted any previous Council grants, and have no overdue debts with Quilpie Shire Council.

HOW IT WORKS

- Council will provide a 50% subsidy to maximum value for each funding priority.
- The subsidy will be provided at the completion of the project/work and submission of required documentation before 1st December 2023.
- Applications not submitted by due date may not be considered.
- Applications will be assessed by Council on a merit based approach.



**PROJECTS TO BE
COMPLETED BY 1ST
DECEMBER 2023**

QUILPIE SHIRE COUNCIL

07 4950 0500

Item 14.2 - Attachment 1

515 | Page



Quilpie Shire Council

Business Support Grants

2023 GUIDELINES

Project ideas

- Build a new website
- Refurbish an existing website with new content, information or book now options
- Online booking software or point of sale software
- Online content development (web pages, mobile apps, audio, visual media)
- Implement Workplace Health and Safety and contract management systems to allow the business to access new contracts
- Cybersecurity tools
- Shopfront upgrades
- New signage (located in Quilpie Shire)

HOW MUCH CAN I APPLY FOR ▼

1

BUSINESS GROWTH AND INNOVATION

Applications can be up to \$5000. Minimum 50% contribution is required. Minimum amount is \$500.

2

SHOPFRONT REFURBISHMENT

Applications can be up to \$5000. minimum 50% contribution is required. Minimum amount is \$500.

3

BUSINESS SIGNAGE

Applications can be up to \$2000. minimum 50% contribution is required. Minimum amount is \$500.



WHAT IS NOT ELIGIBLE ▼

Council will not provide funding for retrospective activities or equipment (activities that have occurred, or equipment purchased, prior to the Council decision)

Council will not provide funds for ongoing, administrative, operating or other 'business as usual' expenses (including utilities, wage related costs – such as staff or consultants, online costs – such as internet connectivity), registrations, general bookkeeping operational costs, fleet vehicles, computer hardware/gadgets;

Council will not grant funds to businesses to cover administration costs completing their application.

Council will not grant funds where a planning/building permit has been refused or not obtained.

Funding cannot be used as a deposit or part of financing agreements.

Applicants must be able to fund the cost of the project upfront and then Council will reimburse its contribution following the completion of the project.

Community groups, incorporated groups and not-for-profit groups that are eligible to apply for Council's community and quick response grant programs are ineligible to apply for this program.

Applications from past grant recipients will be deemed ineligible if they have overdue acquittals.

Real estate/property, hire, lease or rental fees

Helpful links

Federal Government Grants

<https://business.gov.au/grants-and-programs?resultsNum>

Queensland Government Grants

<https://www.business.qld.gov.au/starting-business/advice/support/grants>

Starting a Business

<https://www.business.qld.gov.au/starting-business>

Running a business

<https://www.business.qld.gov.au/running-business>

Business Launchpad

<https://launchpad.business.qld.gov.au/>



Quilpie Shire Council Business Support Program 2022/2023 Application Form

Applicant Details:

First name:		Surname:	
Mobile:		Email:	
Address:			

Business Details:

Business Name:			
Business (physical address):			
ABN:			
Primary contact person:		Mobile:	
Primary email:		Phone:	

Project Details

Project title:			
Proposed start date:		Project end date*:	
<small>All projects must be completed by 1st December 2023</small>			
Project a short description of the proposed project? (100-200 words)			
How will you deliver this project? (100 words)			

Project Outcomes

What are the expected outcomes from this project, please list at least 4 dot point outcomes? i.e. new website to promote my business and services, improved shopfront façade and access etc

Project financials

Please note the funding programs minimum and maximum funding amounts

- Business innovation, minimum \$500, maximum \$5000
- Shopfront program, minimum \$500, maximum \$5000
- Business signage, minimum \$500, maximum \$2000

Total Project Cost (ex GST) (a):	
Total Amount Requested(ex GST) (b):	
<i>This dollar amount must be no less than 50% of the total project cost.</i>	
Co-contribution (c) this equates to (a – b = c):	
<i>For this grant, Applicants must co-contribute at least 50% of the Total Project costs. If the Co-contribution amount is less than 50% then the application cannot proceed.</i>	

Certification and acknowledgement

I certify that:

1. To the best of my knowledge, the statement made within this application are true and correct;
2. All matters that would affect the funding allocation decision have been disclosed;
3. Submitting an application does not guarantee that I receive a grant;
4. I am authorised/delegated to make this declaration on behalf of my organisation; if I am successful in receiving grant funding, I am accepting the grant funding agreement (Letter of Approval, Terms and Conditions, Guidelines and this application).

I certify the above statements are true and correct;

Signature:			
Name:			
Position:		Date:	

14.3 DEVELOPMENT APPLICATION - EROMANGA WASTE TRANSFER FACILITY

IX: 232025

Author: Sanchit Rathee, Manager Governance and Compliance

Attachments:

1. Eromanga Waste Transfer Facility Layout Plan amended in red
2. TIA - Application decision - s62A (PA) - Approval_1
3. 2209-31032 SRA Approved plan vmp_2022_002684
4. GE83-N Representations about a referral agency response
5. 2209-31032 SRA RA6-N Response with conditions

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Material Change of Use and Operational Works for vegetation clearing to establish a Utility Installation (Waste Transfer Facility) on land situated at Cooper Developmental Road, Eromanga, properly described as Lot 6 on SP301979.

RECOMMENDATION

That Council issue a decision notice to the applicant approving the Development Application for a Material Change of Use and Operational Works for vegetation clearing to establish a Utility Installation (Waste Transfer Facility) on land situated at Cooper Developmental Road, Eromanga, properly described as Lot 6 on SP301979, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme 2018*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. In the Planning Scheme:
Utility Installation means: "*Premises used to provide the public with the following services:*
 - *supply or treatment of water, hydraulic power or gas;*
 - *sewerage, drainage or stormwater services;*
 - *transport services including road, rail or water;*
 - *waste management facilities; or*
 - *network infrastructure.**The use includes maintenance and storage depots and other facilities for the operation of the use*".

- III. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- V. It is the responsibility of Council to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- VI. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

Development Conditions

Use

- 1. The approved development is a Material Change of Use and Operational Works for vegetation clearing for a Utility Installation (Waste Transfer Facility) as defined in the Planning Scheme and as shown on the approved plan.
- 2. A development permit for building works must be obtained prior to commencing construction of the use.

Compliance inspection

- 3. All conditions relating to the establishment of the approved development must be fulfilled within twelve (12) months of the date of issue of this approval, unless otherwise noted within these conditions.
- 4. Once all works have been completed, the operator shall contact Council and arrange a development compliance inspection.

Approved & Amended plans and documents

- 5. All works and operations are to be carried out generally in accordance with the approved plan listed in the following table. Where the approved plan conflicts with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
Plan 1	Site Layout Plan	20.06.2022

Development works

6. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.
7. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
8. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Applicable Standards

9. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant Acceptable Solutions of the applicable codes of the Planning Scheme for the area;
 - c) Council's standard designs for such work where such designs exist;
 - d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.

Stormwater drainage

10. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987.
11. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.

12. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the construction process and after the development has been completed.
13. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

14. The hours of operation for the approved development are limited to daytime hours only, being 6:00am to 6:00pm seven days per week.
15. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.
16. Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks and nearby properties and sensitive land uses.
17. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
18. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
19. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Noise) Policy 2008.
20. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Air) Policy 2008.

Access and manoeuvring

21. The operator is responsible for the construction and maintenance of the vehicle crossover and access way from the road carriageway, to a distance of at least 15 metres and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations.
22. The access and egress point from Cooper Developmental Road is to be constructed and maintained in accordance with the relevant Department of Transport and Main Roads standards.
23. All vehicles entering and exiting the development site must be able to enter and leave in

forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.

24. Car parking and manoeuvring areas are to be designed in accordance with:
 - a) AS2890.1 – Parking Facilities;
 - b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and
 - c) The 'Access to Premises Standard' (Vol 1 of the National Construction Code).
25. Provide loading bay facilities for a Heavy Rigid Vehicle within the subject site, ensuring all loading and unloading operations are conducted wholly within the site and service vehicles enter and exit the site in a forward direction.

Flood Risk Management

26. A Flood Risk Management Plan is to be prepared, which demonstrates how the site will operate and includes, but is not limited to, the following:
 - 26.1 flood free emergency access to the development site;
 - 26.2 flood warning triggers;
 - 26.3 evacuation and safety procedures;
 - 26.4 emergency services' contact numbers;
 - 26.5 electrical services protection;
 - 26.6 property protection; and
 - 26.7 signage.

Directional Signage

27. Signage shall be installed internal to the site at the nominated locations that clearly demonstrate the direction that vehicles are to travel through the site.

Earthworks and Construction

28. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Landscaping

29. Existing mature vegetation within the site is to be maintained and incorporated as part of the approved development.

No cost to Council

30. The operator is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

31. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

32. It is the developer's responsibility to ensure all entities associated with this Development Approval have a legible copy of the Decision Notice and the Approved Plans and Approved Documents bearing 'Council Approval'.

BACKGROUND**Individuals or Organisations to which the report applies:**

Council's decision regarding this matter is likely to affect the adjacent properties and the wider Eromanga community.

Context:

The current Environmental Authority ('EA') permit for the Eromanga Landfill Facility lists the activity operating on a lot in the township of Eromanga (Lot 808 on E3051 – Neal Street, Eromanga). It is confirmed that the facility has never operated from this property. The incorrect site description was identified through an audit undertaken by the Department of Environment and Science ('DES').

In order to properly address the land use requirements, Quilpie Shire Council ('QSC') has prepared and lodged a new development application for a Material Change of Use – Utility Installation (Waste Transfer Facility) and Operational Work (Drainage and Earthworks).

The Eromanga Landfill Facility is currently operated as a more traditional Council tip operation, which is an unmanned facility for the disposal of household waste materials, as per the requirements of Environmentally Relevant Activity ('ERA') 60 (2) Waste Disposal, described as follows:

- **ERA 60 Waste Disposal (2) Operating a facility for disposing of, in a year, the following quantity of waste mentioned in subsection (1)(b), (a) 50t to 2,000t.**

Proposal:Characteristics of the Site

The site currently contains the Eromanga Waste Transfer facility and is well separated from the nearest sensitive receptors (approximately 2 kilometres from the edge of the Eromanga Township). The operations are located approximately 330 metres from Cooper Developmental Road and screened by existing native vegetation.

Proposed Development

The proposed Waste Transfer Facility will formalise what currently occurs on the site, which is a small-scale containerized waste collection and transfer facility, as shown on the proposal plan (refer **Figure 1** below).

Waste collected will meet the general waste classification and will not be greater than 400m³ per annum. The bulk collection containers are emptied every 1 to 2 weeks, or as required. The waste is transferred to the Quilpie Waste Management Facility. Scrap metal and end of life tyres will be stored temporarily (maximum 3 months) and removed by an approved contractor for scrap and/or re-use. No regulated waste will be accepted at this facility.

Traffic flow into the site will be facilitated by an access driveway from Cooper Developmental Road via a two-lane internal access road until the fork in the road as shown on the proposal plan, where traffic will be restricted to one-way only.

PROPOSED EROMANGA DUMPING SITE DESIGN, QUILPIE SHIRE



PLAN A - DATED 20 JUNE 2022

Figure 1 – Site Layout Plan

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

The proposal constitutes a Material Change of Use as defined under the *Planning Act 2016* being a new use of the premises. The proposed use is defined as a Utility Installation in the *Quilpie Shire Planning Scheme 2018*.

Utility Installation means “Premises used to provide the public with the following services:

- supply or treatment of water, hydraulic power or gas;
- sewerage, drainage or stormwater services;
- transport services including road, rail or water;
- waste management facilities; or
- network infrastructure.

The use includes maintenance and storage depots and other facilities for the operation of the use”.

Under Table 5.5.2 of the Quilpie Shire Planning Scheme, a Material Change of Use to establish a Utility Installation is subject to Code Assessment in the Rural Zone, where “... (b) located in a flood hazard area shown on Schedule 2 – flood mapping if involving a waste management facility”. As the site is contained within the flood hazard area shown on Schedule 2 (see Flood Hazard Area in **Figure 2** below), the proposed use requires a Development Permit to be issued by Council.



Figure 2 – Flood Hazard Area

In relation to the site being located in the flood hazard area, the proposed development is considered to be low risk, as all waste material will be contained in large storage bins, which as previously outlined, are periodically loaded onto trucks and removed from the site. In addition, the site is unmanned, no buildings or substantial structures are proposed and the site can be closed off when a flood event is forecasted.

It is recommended that a flood management plan be prepared for the operations, to ensure that the bins are removed from the site or at least secured, to remove the risk of them becoming floating objects. In addition, appropriate signage or barriers to access should be considered to prevent the site from being utilised in the event of a flood.

The application was confirmed as properly made and a Confirmation Notice was issued by Council on 20 June 2022.

The extent of referral triggers under the Planning Regulation 2017 was confirmed by the State Assessment and Referral Agency ('SARA') as:

- Vegetation Clearing (Schedule 10, part 3, division 4, table 1, item 1) – Material Change of Use that involves clearing of native vegetation.
- State Controlled Road (Schedule 10, part 9, division 4, subdivision 2, table 4, item 1) – Material Change of Use of premises near a State transport corridor.

Initially the Concurrence ERA referral trigger was also included (ERA 62 Waste Transfer Facility, however SARA confirmed by letter dated 28 September 2022 that given the small annual volumes of waste that this Concurrence ERA was not required.

SARA conditions for the facility have been provided by letter dated 27 October 2022. Conditions were imposed in relation to the limit of vegetation clearing and road access construction.

Council Policies or Asset Management Plans:

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 6 Zones
 - Part 6.2.2 Rural Zone Code
- Part 7 Development Codes
 - Part 7.3.1 General Development Code.

Part 6.2.4 Rural Zone Code

The proposed development complies with the Purpose and Overall Outcomes of the Rural zone because;

- The proposed development is a Utility Installation, providing an essential service to the Eromanga township that is not expected to impact on neighbouring uses;
- The proposal does not impact the productive capacity of adjoining rural land.
- The proposal is serviced by QSC infrastructure or on-site infrastructure as required.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the Rural Zone Code. The proposed development complies with all relevant assessment benchmarks.

Part 7.3.1 General Development Code

The proposed development complies with the Purpose and Outcomes of the General Development Code because;

- The proposed development will not adversely impact any areas of state environmental significance;
- The proposal has a safe and efficient site layout;
- The proposal will not detract from the Shire's unique building design;

- An appropriate level of servicing infrastructure will be provided to the development;
- No earthworks are proposed on site that would impact natural drainage paths; and
- The development does not conflict with the ongoing operation of the stock route network.

The proposed development has also been assessed against the Performance Outcomes and Acceptable Outcomes of the General Development Code. The proposed development complies with all relevant assessment benchmarks.

Advice to Council:

It is considered that the proposed development presents no significant conflict with the applicable Code provisions. Development conditions have been recommended to ensure compliance to the greatest extent possible.

The site is sufficiently set back from Cooper Developmental Road, such that it is not visible from the road, as it is screened by existing vegetation on the site. It is recommended that a condition be imposed to ensure that existing vegetation on the site is retained to maintain the existing visual screening of the facility.

Hours of operation are also recommended to be restricted to daytime hours only, being 6:00am to 6:00pm seven days per week.

OPTIONS

Option1: That Council issue a decision notice to the applicant approving the Development Application for a Material Change of Use and Operational Works for vegetation clearing to establish a Utility Installation (Waste Transfer Facility) on land situated at Cooper Developmental Road, Eromanga, properly described as Lot 6 on SP301979, subject to the described conditions..

(Council can amend the officer's recommendation and the conditions attached. However, consultation must be conducted with the assessment manager before any amendments to a development application recommendation.)

Option2: Council can reject the application.

CONSULTATION (Internal/External)

Peter See – DES

Acting Assessment Manager – Maranoa Regional Council

LEGAL IMPLICATIONS

As listed in the report and its attachments.

POLICY AND LEGISLATION

Planning Act 2016

FINANCIAL AND RESOURCE IMPLICATIONS

The project is a Council development that will be funded as required. Any budgetary implications need to be considered separately to this assessment and recommendation.

RISK MANAGEMENT IMPLICATIONS

Moderate

PROPOSED EROMANGA DUMPING SITE DESIGN, QUILPIE SHIRE



PLAN A - DATED 20 JUNE 2022

Our ref TMR22-037463
Your ref
Enquiries Lachlan Jones



28 September 2022

Department of
Transport and Main Roads

**Decision Notice – Permitted Road Access Location
(s62(1) *Transport Infrastructure Act 1994*)**

This is not an authorisation to commence work on a state-controlled road¹

Development application reference number 229305, lodged with Quilpie Shire Council involves constructing or changing a vehicular access between Lot 6SP301979, the land the subject of the application, and Cooper Developmental Road (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address Quilpie Shire Council c/- Redleaf Environmental
PO Box 3564 Village Fair
Toowoomba QLD 4350

Application Details

Address of Property Cooper Development Road, Eromanga QLD 4480
Real Property Description 6SP301979
Aspect/s of Development Material Change of Use for Utility Installation - Waste Transfer
Facility and Operational Work - Drainage and Earthworks

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

¹ Please refer to the further approvals required under the heading 'Further approvals'

No.	Conditions of Development Approval	Condition Timing
Vehicular Access to state-controlled road		
1	<p>(a) The road access to the site is to be maintained at the existing access location.</p> <p>(b) Road works comprising the sealing of the existing access from the pavement edge of Cooper Developmental Road to the site for a minimum distance of 15 metres.</p> <p>(c) The road access works must be designed and constructed in accordance with the Department of Transport and Main Roads' <i>Road Planning & Design Manual</i> and any material referenced therein.</p>	<p>(a) At all times.</p> <p>(b) and (c): Prior to the commencement of use.</p>

Reasons for the decision

The reasons for this decision are as follows:

- a) To maintain the safety, efficiency, and operating conditions of the state-controlled road network.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
 - a) starts to have effect when the development approval has effect; and
 - b) stops having effect if the development approval lapses or is cancelled; and
 - c) replaces any earlier decision made under section 62(1) in relation to the land.
2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed

before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

Further approvals

The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, Mr Lachlan Jones, Planner, should be contacted by email at Lachlan.S.Jones@tmr.qld.gov.au or on (07) 4639 0759.

Yours sincerely



Jason McGuire
Senior Town Planner

Attachments: Attachment A – Decision evidence and findings
Attachment B – Section 70 of TIA
Attachment C – Appeal Provisions

Attachment A**Decision Evidence and Findings**

Evidence or other material on which findings were based:

- Development application material submitted in support of Quilpie Shire Council development application 229305
- State Development Assessment Provisions – Assessment Code 1 (Development in a state-controlled road environment)
- Department of Transport and Main Roads' Road Planning and Design Manual, 2nd Edition
- *Planning Act (2016)*
- *Planning Regulations (2017)*
- *Transport Infrastructure Act (1997)*

Attachment B**Section 70 of TIA***Transport Infrastructure Act 1994*

Chapter 6 Road transport infrastructure

Part 5 Management of State-controlled roads

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
- (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
 - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
 - (c) obtain any other access between the land and the road contrary to the decision; or
 - (d) use a road access location or road access works contrary to the decision; or
 - (e) contravene a condition stated in the decision; or
 - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
 - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

- (3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C
Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

485 Internal review of decisions

- (1) A person whose interests are affected by a decision described in schedule 3 (the **original decision**) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—
 - (a) applies to the review; and
 - (b) provides—
 - (i) for the procedure for applying for the review and the way it is to be carried out; and
 - (ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 3—
 - (a) applies to the appeal; and
 - (b) provides—
 - (i) for the procedure for the appeal and the way it is to be disposed of; and
 - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
 - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and
 - (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.

(5) The court may order—

- (a) the appeals to be heard together or 1 immediately after the other; or
- (b) 1 appeal to be stayed until the other is decided.

(6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.

(7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

Transport Planning and Coordination Act 1994
Part 5, Division 2 – Review of Original Decisions

31 Applying for review

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if—
 - (a) the notice did not state the reasons for the original decision; and
 - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)the person may apply within 28 days after the person is given the statement of the reasons.
- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
 - (a) may be given on conditions the relevant entity considers appropriate; and
 - (b) operates for the period specified by the relevant entity; and
 - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.
- (8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

relevant entity means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

(1) A person may appeal against a reviewed decision only within—

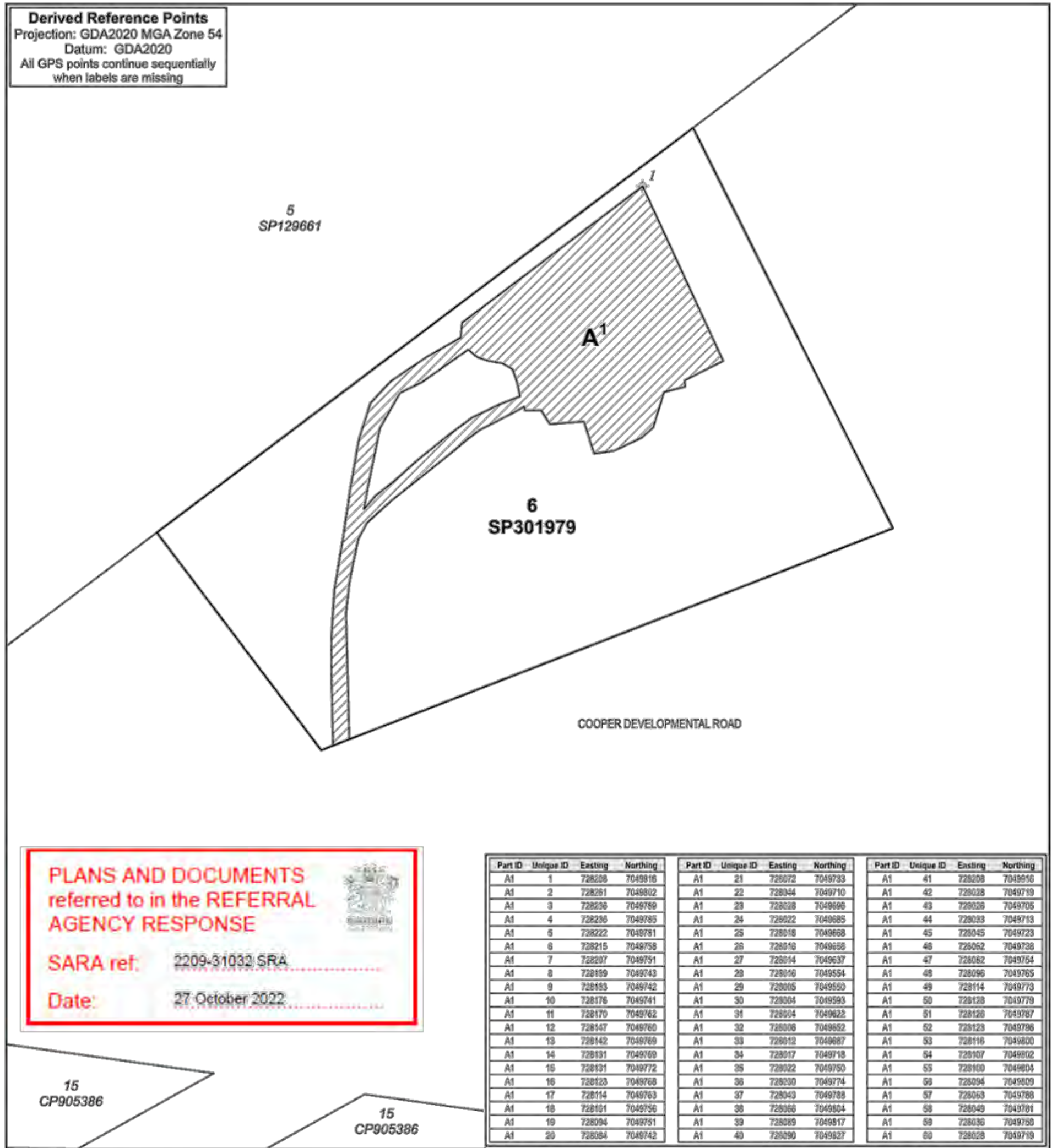
- (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

(2) However, if—

- (a) the decision notice did not state the reasons for the decision; and
- (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

the person may apply within 28 days after the person is given a statement of the reasons.

(3) Also, the appeal court may extend the period for appealing.



Notes: Derived Reference Points are provided to assist in the location of area boundaries. Responsibility for locating these boundaries lies solely with the landholder.

Watercourse and drainage feature locations shown on the Vegetation Management Plan are derived from the certified Vegetation Management Watercourse and Drainage Feature Map. These alignments are approximate only and require ground truthing to identify the exact location of the watercourse or drainage feature.

The property boundaries shown on this plan are APPROXIMATE ONLY. They are NOT an accurate representation of the legal boundaries.

This plan must be read in conjunction with conditions attached to 2209-31032 SRA

<p>LEGEND</p> <ul style="list-style-type: none"> Derived Reference Start Points Subject Lot(s) Area A - Clearing permitted <p>Notes: This is a colour plan and should only be reproduced in colour</p>	<p>North Arrow</p>	<p>Vegetation Management Plan</p> <p>Plan of Area A (Part A¹) in Lot 6 on Plan SP301979</p> <p>Version: 1 eLVAS Case ID: 2022/002684</p>	<p>© The State of Queensland, 2022</p> <p>VMP 2209-31032 SRA Sheet 1 of 1</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding representations about a referral agency response

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

RA6-N



SARA reference: 2209-31032 SRA
 Council reference: 229305

27 October 2022

Chief Executive Officer
 Quilpie Shire Council
 PO Box 57
 QUILPIE QLD 4480
 admin@quilpie.qld.gov.au

Dear Sir/Madam

SARA response—Cooper Development Road, Eromanga

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 20 September 2022.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	27 October 2022
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Material change of use for a Utility Installation (waste transfer facility)
	Development permit	Operational work (drainage and earthworks)
SARA role:	Referral agency	
SARA trigger:	Schedule 10, part 3, division 4, table 1, item 1 (Planning Regulation 2017) – Material change of use that involves clearing native vegetation	
	Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) – Material change of use of premises near a State transport corridor or that is a future State transport corridor	
SARA reference:	2209-31032 SRA	

Page 1 of 7

Darling Downs South West regional office
 128 Margaret Street, Toowoomba
 PO Box 825, Toowoomba QLD 4350

2209-31032 SRA

Assessment Manager: Quilpie Shire Council
Street address: Cooper Development Road, Eromanga
Real property description: Lot 6 on SP301979
Applicant name: Quilpie Shire Council
Applicant contact details: C/- Red Leaf Environmental, PO Box 3564, Toowoomba QLD 4350
Sara@redleafenv.com.au and Darren@redleafenv.com.au
State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR22-037463
- Date: 28 September 2022

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at Downs.South.West.IDAS@tmr.qld.gov.au

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 of the Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Darrian Borick, Principal Planner, on (07) 3307 6188 or via email ToowoombaSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Kieran Hanna
A/Manager

enc Attachment 1 - Referral agency conditions
 Attachment 2 - Advice to the applicant
 Attachment 3 - Reasons for referral agency response
 Attachment 4 - Representations provisions
 Attachment 5 - Approved plans and specifications

cc Quilpie Shire Council, C/- Sara@redleafenv.com.au and Darren@redleafenv.com.au

2209-31032 SRA

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Development permit for material change of use for utility installation (waste transfer facility) and operational works (drainage and earthworks)		
Schedule 10, part 3, division 4, table 1, item 1 (Planning Regulation 2017) – Material change of use that involves clearing native vegetation—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Resources to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>Clearing of vegetation must:</p> <p>(a) Only occur within Area A^(A1) as shown on the attached:</p> <p>(i) Vegetation Management Plan, prepared by Queensland Government, Vegetation Management Plan – Plan of Area A (Part A¹) in Lot 6 on Plan SP301979, sheet 1 of 1, version 1; and</p> <p>(ii) Attachment to Vegetation Management Plan – Plan of Area A (Part A¹) in Lot 6 on Plan SP301979, sheet 1 of 1, ref 2209-31032 SRA, version 1, Derived Reference points for GPS.</p> <p>(b) not exceed 2.02 hectares, subject to other relevant conditions included in this referral agency response.</p>	(a) and (b) At all times.
2.	<p>Any person(s) engaged or employed to carry out the clearing of vegetation under this development approval must be provided with a full copy of this development approval and must be made aware of the full extent of clearing authorised by this development approval.</p> <p>Timing: Prior to clearing</p>	At all times.
Schedule 10, part 9, division 4, subdivision 2, table 4, item 1 (Planning Regulation 2017) – Material change of use of premises near a State transport corridor or that is a future State transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
3.	<p>(a) The road access to the site is to be maintained at the existing access location.</p> <p>(b) Road works comprising the sealing of the existing access from the pavement edge of Cooper Developmental Road to the site for a minimum distance of 15 metres.</p> <p>(c) The road access works must be designed and constructed in accordance with the Department of Transport and Main Roads' Road Planning & Design Manual and any material referenced therein.</p>	<p>(a) At all times.</p> <p>(b) and (c): Prior to the commencement of the use.</p>

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) version 3.0. If a word remains undefined it has its ordinary meaning.
2.	<p>Road access works approval: Under sections 62 and 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads (DTMR) to carry out road works that are road access works (including driveways) on a state-controlled road.</p> <p>Please contact the DTMR on 07 4639 0828 to make an application for road works approval. This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). The road access works approval process takes time – please contact Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p> <p>The applicant should note that reference to the approved plans imply conceptual approval only. Further modifications and inclusions are likely to be required in order for submitted detailed designs to comply with DTMR standards at the roadworks application (s33 TIA) stage. In particular, detailed designs may require, but should not limited to, necessary lane widening for provision of cycle lanes, lengthening of turn lanes, installation of lighting, signage and line marking, pavements, utilities and services, and roadsides and roadside furniture.</p>

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for SARA's decision are:

With conditions, the development complies with State code 1 of the State Development Assessment Provisions (SDAP) version 3.0. Specifically, the development:

- does not create a safety hazard for users of a state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads
- does not compromise the structural integrity of public passenger transport infrastructure or compromise the operating performance of public passenger transport services.

With conditions, the development complies with State code 16 of the SDAP version 3.0. Specifically, the development:

- minimises clearing to conserve vegetation, avoid land degradation and loss of biodiversity and maintains ecological processes
- avoids impacts on vegetation that are matters of state environmental significance and where it can't be avoided, the development minimises and mitigates impacts.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- SDAP version 3.0, as published by SARA
- The Development Assessment Rules
- SARA DA Mapping system.

2209-31032 SRA

Attachment 4—Change representation provisions

(page left intentionally blank)

2209-31032 SRA

Attachment 5—Approved plans and specifications

(page left intentionally blank)

14.4 LIQUOR LICENCE ENDORSEMENT - EROMANGA NATURAL HISTORY MUSEUM

IX: 232027

Author: Sanchit Rathee, Manager Governance and Compliance

Attachments: 1. Letter from ENHM - Liquor Licence Endorsement

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of the report is to consider the request of the Eromanga Natural History Museum (ENHM) for an endorsement in relation to gaining a liquor licence for the premises.

RECOMMENDATION

That Council delegate the Chief Executive Officer to issue a letter of endorsement for the provision of a liquor licence by the Eromanga Natural History Museum

BACKGROUND

ENHM has requested a letter of endorsement by Quilpie Shire Council to gain a liquor licence for its premises. See Attachment 1 for the letter received by ENHM.

OPTIONS

Option 1: That Council delegate the Chief Executive Officer to issue a letter of endorsement for the provision of a liquor licence by the Eromanga Natural History Museum.

Option 2: That Council not to give an endorsement for a liquor licence to ENHM. This may be passing on an opportunity to expand one of the region's premier tourism premises.

CONSULTATION (Internal/External)

CEO – Justin Hancock

ENHM Operations Manager – Corey Richards

LEGAL IMPLICATIONS

N/A

POLICY AND LEGISLATION

N/A

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low



Justin Hancock
CEO Quilpie Shire Council
Brolga Street Quilpie 4480

17th November 2022

Eromanga Natural
History Museum
ABN 77 133 576 897
1 Dinosaur Drive
(PO Box 20)
Eromanga Qld 4480
Australia
+61 7 4656 3084 P
+61 7 4656 3028 F
info@enhm.com.au E
enhm.com.au

Dear Justin,

RE: LIQUOR LICENCE ENDORSEMENT

I am writing this letter to gain a letter of endorsement from the Quilpie Shire Council for the Eromanga Natural History Museum to apply and obtain a subsidiary on-premises liquor licence. As the museum continues to grow, so do the requirements for our groups and dinners. We have had requests this year from groups that lunch-time beverage packages would be well received. Further, dinners like the SWROC Degustation are the kind of products we hope to increase our offerings for into the future. As a result, having a liquor licence will keep our operations in line with state legislation and licencing.

If you need further details, please do not hesitate to contact me at the museum I appreciate the council taking the time to consider our proposal.

Best regards

Corey Richards

Operations Manager

14.5 DEVELOPMENT APPLICATION - ROL 17 BULNBULN STREET, QUILPIE DESCRIBED AS LOT 1 ON RP177507

IX: 232030

Author: Sanchit Rathee, Manager Governance and Compliance

Attachments: 1. Proposal Plan (S3874-22)

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Reconfiguring a Lot (One (1) lot into two (2) lots) on land situated at 17 Buln Buln Street, Quilpie formally described as Lot 1 on RP177507.

RECOMMENDATION

1. That Council resolve to issue a decision notice to the applicant approving the Development Application for a Reconfiguring a Lot (One (1) lot into two (2) lots) on land situated at 17 Buln Buln Street, Quilpie formally described as Lot 1 on RP177507, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. A development permit for a Material Change of Use will be required for any activity or development on the approved lot(s) that does not comply with the accepted development criteria in the *Quilpie Shire Planning Scheme*.
- III. All persons involved in the development have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- IV. New development on any of the approved lots must be provided with an adequate supply of electricity. In the event that an adequate supply of electricity cannot be achieved through efficient design and alternative energy technologies, a connection to the reticulated electricity network must be made available. Prospective purchasers and/or developers of the newly created lots are encouraged to contact the relevant electricity provider to determine the availability and costs associated with connecting to the reticulated network.

- V. This approval lapses if a plan for the reconfiguration is not given to the Council within four (4) years of the approval taking effect.
- VI. The plan for the reconfiguration must be duly signed by the registered proprietor of the land and the surveyor, and submitted to Council for approval in a form acceptable to Council within the relevant period.
- VII. Unless otherwise stated all conditions shall be completed prior to the Council endorsing the relevant plan of survey.
- VIII. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the establishment of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- IX. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans to the relevant authorities that are associated with the approved development, including any permits/approvals required by any State Agencies.
- X. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. Council should be contacted for advice in the event of any potential change in circumstances.
- XI. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

Development Conditions

Use

1. The approved development is for Reconfiguring a Lot (One (1) lot into two (2) lots), located at 17 Buln Buln Street, Quilpie formally described as Lot 1 on RP177507, as defined in the Planning Act 2016 and as shown on the approved plans.
2. Complete and maintain the approved development as follows:
 - a. in accordance with development approval documents; and
 - b. strictly in accordance with those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

Compliance

3. Unless otherwise stated, all conditions must be complied with prior to the Council endorsing the relevant Survey Plan.

Approved Plans

4. The approved development is to be carried out in accordance with following approved plans and documents and subject to the approval conditions. Where there is any conflict between the approval conditions and the details shown on the approved plans, the approval conditions prevail.

Plan/Document Number:	Plan/Document Name:	Date:
Ref: S3874/22	Proposed Reconfiguration	03/11/2022

Existing buildings and structures

5. Existing buildings, structures, infrastructure and services located on the development site are not to encroach on the proposed allotment boundaries.

Services provision

6. Each approved lot must be connected to Council's reticulated water supply system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
7. Each approved lot must be connected to Council's reticulated sewerage disposal system in accordance with the applicable Water Services Association of Australia (WSAA) publication, at no cost to Council.
8. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drain layer under Council supervision. No works are to be undertaken on Council sewerage infrastructure without first obtaining the express permission of Council.
9. An electricity supply must be made available to each lot. This supply must be in accordance with the relevant standards of the electricity distributor.

Note: Confirmation that an electricity supply is available and network connections can be made to all new lots from the electrical provider will be required prior to endorsement of the plan of survey.

10. Design and provide telecommunications to all lots within the development in accordance with the Australian Government Telecommunications in New Developments Policy.
11. Where it is necessary for existing reticulated infrastructure networks to be extended to provide the required service connections to the approved lots, such works will require development approval for Operational Works or must otherwise be completed by private works agreement with Council.
12. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Stormwater and drainage

13. Stormwater runoff from the site must not adversely impact on flooding or drainage of properties or roads that are upstream, downstream or adjacent to the site as a result of the development.
14. Discharge of stormwater runoff from the development shall drain freely in all cases, and no nuisance of ponding is to be created as a result of the development.

Access and roads

15. The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining

any approvals that may be required and for complying with the applicable designs and standards.

Protection of infrastructure

16. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) attributable to the development, shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

No cost to Council

17. All costs associated with the approved development are to be met by the developer, including costs of survey, registration, document lodgement, easement documentation preparation and plan sealing unless there is specific agreement by other parties, including the Council, to meeting those costs.

BACKGROUND

Individuals or Organisations to which the report applies:

Council's decision regarding this matter is likely to affect applicant and land owner of the premises and the adjacent properties.

Context:

Determination of a Development Application sits outside the scope of officer delegations and a decision is required to be made by Council resolution.

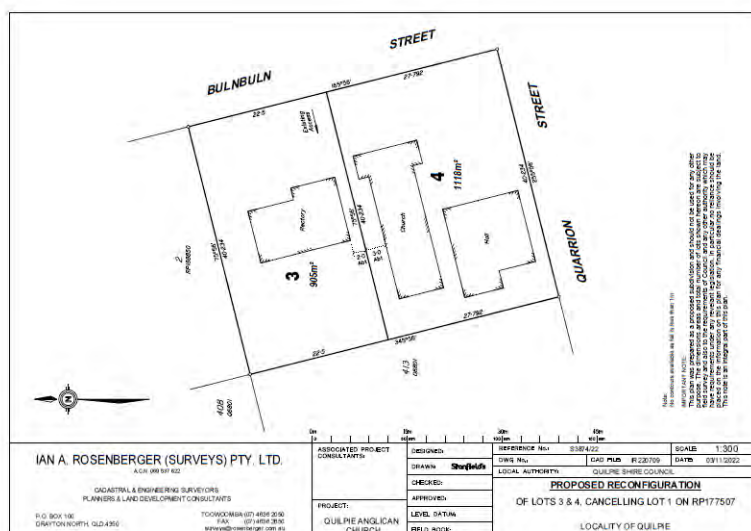
Proposal:

Characteristics of the Site

The site currently contains the Quilpie Church, Hall and Rectory. The site has road frontages to Buln Buln and Quarrion Streets to the east and south respectively. Pedestrian Access to the site is existing off Buln Buln Street. Car parking is also provided along the property frontage to Buln Buln and Quarrion Streets.

Proposed Development

The proposed development application is for a Development Permit for Reconfiguring a Lot. The applicant proposes to subdivide the site into two residential lots with the Church and Hall retained on Proposed Lot 4 and the Rectory to be contained in Proposed Lot 3. The proposed lot sizes are shown below in Figure 2:



Proposed Lot	Area
3	905m ²
4	1118m ²

The applicant submits the proposed will not change the current use on the land. Both Proposed Lots 3 and 4 will have the ability to be connected to Council's reticulated water and sewerage infrastructure.

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

The proposal constitutes a *Reconfiguring a Lot* as defined in the *Planning Act 2016*.

Reconfiguring a lot means:

- (a) *creating lots by subdividing another lot; or*
- (b) *amalgamating 2 or more lots; or*
- (c) *rearranging the boundaries of a lot by registering a plan of subdivision under the Land Act or Land Title Act; or*
- (d) *dividing land into parts by agreement rendering different parts of a lot immediately available for separate disposition or separate occupation, other than by an agreement that is—*
 - (i) *a lease for a term, including renewal options, not exceeding 10 years; or*
 - (ii) *an agreement for the exclusive use of part of the common property for a community titles scheme under the Body Corporate and Community Management Act 1997; or*
- (e) *creating an easement giving access to a lot from a constructed road.*

Reconfiguring a Lot is Code Assessable in the Quilpie Shire Planning Scheme. Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only -

- (a) *against the assessment benchmarks in a categorising instrument for the development; and*
- (b) *having regard to any matters prescribed by regulation.*

The Assessment Benchmarks applicable to the development assessment are:

- the Regional Plan (i.e. *South West Regional Plan*);
- the *State Planning Policy*; and
- the *Quilpie Shire Planning Scheme*.

After completing an assessment of the proposal against the Assessment Benchmarks, Council must make a decision about whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

Regional Plan

The South West Regional Plan and the Darling Downs South West Regional Plan are statutory instruments intended to assist in managing change and shaping the prospects of rural communities in the Darling Downs and South West regions. The regional plan sets out desired regional outcomes, which identify aspirations for the region.

The *Quilpie Shire Planning Scheme*, specifically the strategic framework, appropriately advances the regional plans as they apply in the planning scheme area. No further assessment is required to be undertaken.

State Planning Policy (SPP)

The *Quilpie Shire Planning Scheme* appropriately integrates all SPP matters relevant to the Quilpie Shire, therefore an independent assessment of the proposal against the SPP is not required.

Council Policies or Asset Management Plans:

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 7 Development Codes
 - Part 7.4.2 Reconfiguring a lot Code

The proposed development has been assessed against the Performance and Acceptable Outcomes of the Reconfiguring a Lot Code. The proposed development complies with all relevant assessment benchmarks.

Input into the Report & Recommendation:

The Officer's recommendation has been informed by the development's compliance with the relevant assessment benchmarks.

Advice to Council:

It is considered that the proposed development presents no conflict with the applicable assessment benchmarks. Development conditions have been recommended to ensure the development complies with all relevant standards. The recommendation has been informed by the following relevant matters:

- the development complies with all relevant assessment benchmarks in the Planning Scheme;
- the site is not impacted by any natural hazard overlays; and
- there is an absence of any significant impacts that result from the development.

OPTIONS

Option 1: Council endorse the Officers recommendation to approve the Development Application for a Reconfiguring a Lot (One (1) lot into two (2)) on land situated at 17 Buln Buln Street, Quilpie formally described as Lot 1 on RP177057, subject to reasonable and relevant conditions.

Council can amend the officer's recommendation and the conditions attached. However, consultation must be conducted with the assessment manager before any amendments to a development application recommendation.

Option 2: Council does not approve the Development Application for a Reconfiguring a Lot (One (1) lot into two (2)) on land situated at 17 Buln Buln Street, Quilpie formally described as Lot 1 on RP177057 Consultation (Internal/External)

LEGAL IMPLICATIONS

As listed in the report and its attachments.

POLICY AND LEGISLATION

Planning Act 2016

FINANCIAL AND RESOURCE IMPLICATIONS

N/A

RISK MANAGEMENT IMPLICATIONS

Low



14.6 DEVELOPMENT APPLICATION - ADAVALE WASTE TRANSFER FACILITY

IX: 232034

Author: Sanchit Rathee, Manager Governance and Compliance

Attachments: 1. Adavale Site Plan

KEY OUTCOME

Key Outcome: 4. Strong Governance

Key Initiative: 4.3 Maintain good corporate governance

EXECUTIVE SUMMARY

The purpose of this report is for Council to decide the Development Application for a Material Change of Use to establish a Utility Installation (Waste Transfer Facility) on land situated at Patricia Downs Road, Adavale, properly described as Lot 1 on SP301992.

RECOMMENDATION

1. That Council resolve to issue a decision notice to the applicant approving the Development Application for a Material Change of Use to establish a Utility Installation (Waste Transfer Facility) on land situated at Patricia Downs Road, Adavale, properly described as Lot 1 on SP301992, subject to the following conditions:

General Advice

- I. The relevant planning scheme for this development is the *Quilpie Shire Planning Scheme 2018*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to this planning scheme.
- II. In the Planning Scheme:
Utility Installation means: *"Premises used to provide the public with the following services:*
 - *supply or treatment of water, hydraulic power or gas;*
 - *sewerage, drainage or stormwater services;*
 - *transport services including road, rail or water;*
 - *waste management facilities; or*
 - *network infrastructure.**The use includes maintenance and storage depots and other facilities for the operation of the use".*
- III. All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is

responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.

- IV. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved works are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- V. It is the responsibility of Council to obtain all necessary permits and submit all necessary plans to the relevant authorities for the approved use.
- VI. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended that the applicant contact Council for advice in the event of any potential change in circumstances.

Development Conditions

Use

- 1. The approved development is a Material Change of Use for a Utility Installation (Waste Transfer Facility) as defined in the Planning Scheme and as shown on the approved plan.
- 2. A development permit for building works must be obtained prior to commencing construction of the use.

Compliance inspection

- 3. All conditions relating to the establishment of the approved development must be complied with prior to commencement of the approved use, unless otherwise noted within these conditions.

Approved & Amended plans and documents

- 4. All works and operations are to be carried out generally in accordance with the approved plan listed in the following table. Where the approved plan conflicts with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

Plan/Document Number	Plan/Document Name	Date
Plan 1	Site Layout Plan	12.09.2022

Development works

- 5. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).
7. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Applicable Standards

8. All works must comply with:
 - a) the development approval conditions;
 - b) any relevant Acceptable Solutions of the applicable codes of the Planning Scheme for the area;
 - c) Council's standard designs for such work where such designs exist;
 - d) any relevant Australian Standard that applies to that type of work.

Despite the requirements of paragraphs a-d above, Council may agree in writing to an alternative specification. This alternative specification prevails over those specified in paragraphs a-d in the event of any inconsistency.

The developer must also ensure that any works do not conflict with any requirements imposed by any concurrence lawful requirements outside those stated above.

Stormwater drainage

9. Stormwater drainage is to be provided in accordance with:
 - a) Queensland urban drainage manual, 3rd Edition, Queensland Department of Energy and Water Supply, 2013; and
 - b) Pilgrim, DH, (ed)., Australian Rainfall & Runoff – A Guide to Flood Estimation, Institution of Engineers, Australia, Barton, ACT, 1987.
10. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed. The developer shall ensure that in all cases, discharge of stormwater runoff from the development drains freely to the legal point/s of discharge for the development.
11. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the construction process and after the development has been completed.
12. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

Avoiding nuisance

13. The hours of operation for the approved development are limited to daytime hours only, being 6:00am to 6:00pm seven days per week.
14. No nuisance is to be caused to adjoining properties and occupiers by the way of noise smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.

15. Dust emanating as result of activities carried out onsite (both during construction and post construction) must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.
16. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.
17. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
18. Noise emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Noise) Policy 2008.
19. Air emissions from the development shall not cause environmental harm of nuisance to adjoining properties or “Sensitive Land Uses” in accordance with the Environmental Protection (Air) Policy 2008.

Access and manoeuvring

20. The operator is responsible for the construction and maintenance of the vehicle crossover and access way from the road carriageway, to a distance of at least 15 metres and for obtaining any approvals that may be required, and for complying with the applicable designs and standards. Should any damage be caused at the approved access locations.
21. The access and egress point from Patricia Downs Road is to be constructed and maintained in accordance with the relevant Council standards.
22. All vehicles entering and exiting the development site must be able to enter and leave in forward direction. Reversing out of the development site is not permitted. Vehicle manoeuvres in this regard are to be totally contained within the development site boundaries.
23. Car parking and manoeuvring areas are to be designed in accordance with:
 - a) AS2890.1 – Parking Facilities;
 - b) Austroads AP-34/95 - Design Vehicles and Turning Path Templates; and
 - c) The ‘Access to Premises Standard’ (Vol 1 of the National Construction Code).
24. Provide loading bay facilities for a Heavy Rigid Vehicle within the subject site, ensuring all loading and unloading operations are conducted wholly within the site and service vehicles enter and exit the site in a forward direction.

Flood Risk Management

25. A Flood Risk Management Plan is to be prepared, which demonstrates how the site will operate and includes, but is not limited to, the following:
 - 25.1 flood free emergency access to the development site;
 - 25.2 flood warning triggers;
 - 25.3 evacuation and safety procedures;
 - 25.4 emergency services' contact numbers;
 - 25.5 electrical services protection;

25.6 property protection; and

25.7 signage.

Directional Signage

26. Signage shall be installed internal to the site at the nominated locations that clearly demonstrate the direction that vehicles are to travel through the site.

Earthworks and Construction

27. During construction, erosion controls and silt collection measures are to be put in place to protect environmental values and mitigate potential impacts to adjoining properties and roadways.

Landscaping

28. Existing mature vegetation within the site is to be maintained and incorporated as part of the approved development.

No cost to Council

29. The operator is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

Latest versions

30. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

31. It is the developer's responsibility to ensure all entities associated with this Development Approval have a legible copy of the Decision Notice and the Approved Plans and Approved Documents bearing 'Council Approval'.

BACKGROUND

Individuals or Organisations to which the report applies:

Council's decision regarding this matter is likely to affect the adjacent properties and the wider Adavale community.

Context:

The current Adavale Landfill Facility is not listed on Quilpie Shire Council's Environmental Authority. In order to properly address the land use requirements, Quilpie Shire Council ('QSC') has prepared and lodged a development application for a Material Change of Use to establish a Utility Installation (Waste Transfer Facility).

The Adavale Landfill Facility is currently operated as an unmanned landfill site for the disposal of household waste materials.

Proposal:

Characteristics of the Site

The site currently contains the Adavale landfill facility and is well separated from the nearest sensitive receptor (approximately 1 kilometre from the edge of the Adavale Township). The operations are located to the north-east of Adavale along Patricia Downs Road.

Proposed Development

The proposed development will replace the existing landfill operations with a Waste Transfer Facility, which will operate as a small-scale containerized waste collection and transfer facility, as shown on the proposal plan (refer **Figure 1** below).

Waste collected will meet the general waste classification and will not be greater than 11,000m³ per annum. The bulk collection containers are emptied every two (2) weeks, or as required. The waste is transferred to the Quilpie landfill. Scrap metal and other materials, including batteries, tyres and waste oil, will be stored temporarily and removed by an approved contractor for scrap and/or re-use. No regulated waste will be accepted at this facility.

Traffic flow into the site will be via Patricia Downs Road via a two-lane internal access road.

A PROPOSED ADAVALE DUMPING SITE DESIGN, QUILPIE SHIRE



Figure 1 – Site Layout Plan

Legislation, Local Laws, State Policies & Other Regulatory Requirements:

The proposal constitutes a Material Change of Use as defined under the *Planning Act 2016* being a new use of the premises. The proposed use is defined as a Utility Installation in the *Quilpie Shire Planning Scheme 2018*.

Utility Installation means “Premises used to provide the public with the following services:

- supply or treatment of water, hydraulic power or gas;
- sewerage, drainage or stormwater services;
- transport services including road, rail or water;
- waste management facilities; or
- network infrastructure.

The use includes maintenance and storage depots and other facilities for the operation of the use”.

Under Table 5.5.2 of the Quilpie Shire Planning Scheme, a Material Change of Use to establish a Utility Installation is subject to Code Assessment in the Rural Zone, where “... (b) located in a flood hazard area shown on Schedule 2 – flood mapping if involving a waste management facility”. As the site is contained within the flood hazard area shown on Schedule 2 (see Flood Hazard Area in **Figure 2** below), the proposed use requires a Development Permit to be issued by Council.



Figure 2 – Flood Hazard Area

In relation to the site being located in the flood hazard area, the proposed development is considered to be low risk, as all waste material will be contained in large storage bins, which will be regularly removed from the site. In addition, the site is unmanned, no buildings or substantial structures are proposed and the site can be closed in the event of a flood.

It is recommended that a flood management plan be prepared for the operations, to ensure that the site has an appropriate response to the mapped flood risk.

The application was received and considered as properly made on 24 November 2022.

The application did not trigger referral to any external agencies.

Council Policies or Asset Management Plans:

The Quilpie Shire Planning Scheme is applicable to the assessment of the Development Application. The relevant sections of the planning scheme are:

- Part 6 Zones
 - Part 6.2.2 Rural Zone Code
- Part 7 Development Codes
 - Part 7.3.1 General Development Code.

Part 6.2.4 Rural Zone Code

The proposed development complies with the Purpose and Overall Outcomes of the rural zone because;

- The proposed development is a Utility Installation, providing an essential service to the Adavale township that is not expected to impact on neighbouring uses;
- The proposal does not impact the productive capacity of adjoining rural land.
- The proposal is adequately serviced by infrastructure as required.

The proposed development has also been assessed against the Performance and Acceptable Outcomes of the Rural Zone Code. The proposed development complies with all relevant assessment benchmarks.

Part 7.3.1 General Development Code

The proposed development complies with the Purpose and Outcomes of the General Development Code because;

- The proposal has a safe and efficient site layout;
- The proposal will not detract from the Shire's unique building design;
- An appropriate level of servicing infrastructure will be provided to the development; and
- No earthworks are proposed on site that would impact natural drainage paths.

The proposed development has also been assessed against the Performance Outcomes and Acceptable Outcomes of the General Development Code. The proposed development complies with all relevant assessment benchmarks.

Input into the Report & Recommendation:

The Officer's recommendation has been informed by the existing use of the premises and the requirement to provide waste facilities to regional towns.

Advice to Council:

It is considered that the proposed development presents no conflict with the applicable Code provisions. Development conditions have been recommended to ensure the site does not result in adverse impacts.

Hours of operation are recommended to be restricted to daytime hours only, being 6:00am to 6:00pm seven days per week.

OPTIONS

It is recommended that endorse the Officers recommendation to approve the Material Change of Use application to establish a Utility Installation (Waste Transfer Facility) on land situated at Patricia Downs Road, Adavale, properly described as Lot 1 on SP301992, subject to reasonable and relevant conditions.

Council can amend the officer's recommendation and the conditions attached. However, consultation must be conducted with the assessment manager before any amendments to a development application recommendation.

CONSULTATION (Internal/External)

Peter See – DES

Acting Assessment Manager – Maranoa Regional Council

LEGAL IMPLICATIONS

As listed in the report and its attachments.

POLICY AND LEGISLATION

Planning Act 2016

FINANCIAL AND RESOURCE IMPLICATIONS

The project is a Council development that will be funded as required. Any budgetary implications need to be considered separately to this assessment and recommendation.

RISK MANAGEMENT IMPLICATIONS

Low

PLAN 1 – SITE LAYOUT PLAN
DATED: 12/09/2022



EXAMPLE ELEVATION



15 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275 of the Local Government Act 2012:

15.1 NBN Co Limited - Satellite to Fibre to the premises Agreement

This matter is considered to be confidential under Section 254J(3) - g of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

- 16 LATE ITEMS**
- 17 GENERAL BUSINESS**
- 18 MEETING DATES**