**Situation Report**

**([Insert Council Here] - Local Disaster Recovery Group)**

|  |
| --- |
| **Event** |
|  |
|  |
| **Sitrep No:** | **Date:** | **Time period:** |
|  |  |  |
| **Distribution:** |
| * *Mayor*
* *Deputy Mayor*
* *(Councillors)*
* *CEO*
* *DDMG XO*
* *(Department of Communities – XX)*
* *(Department of Agriculture and Fisheries – XX)*
* *Queensland Reconstruction Authority –*

*Council can determine who receives the SITREPs based on relationships and need.* |

**Summary**

1. **Situation overview**

*General summary of current situation from council’s point of view, e.g.: recovery planning is continuing, meeting held with GIVIT, Carcass Disposal Grants distributed, BlazeAid setting up camp from 18/03, donation of $5000 from XX, council was visited by the Premier, Joe Bloggs and BCC is assisting with administration of donations from 10/03 to 18/03, funding announced etc.*

**Functional Recovery Areas activities and progress against Recovery objectives**

*\*Below are some examples of what a functional recovery group may report in a sit rep.\**

1. **Human and Social**

*- Queensland Health, presentations to hospitals e.g. mental health, injuries etc.*

*- Content could be provided info by Community Recovery team (Dept of Communities, QRIDA etc.) each week on numbers attending hubs, PHAS grants allocated, # outreach visits*

*e.g. Department of Communities grant assistance*

* *Emergency Hardship Assistance*
	+ *xxxx applications paid*
	+ *$xx,xxx*
1. **Economic**
* *Inputs from state agency partners, e.g. DAF, DESBT, DSDMIP, DNRME*
* *Inputs from local Chamber of Commerce, regional tourism bodies etc.*

*E.g.*

* *# small businesses impacted/damaged/applied for assistance*
* *# primary producers isolated/impacted, and/or applying for freight subsidy*
* *# tourism operators reporting impacts, percentage of bookings cancelled*
* *reported impacts to operations in the resources sector e.g. mines unable to transport materials/access sites*
1. **Environmental**
* *Inputs from state agency partners, e.g. DES, DNRME, Biosecurity Qld*
* *Inputs from local community members, local natural resource management groups, Council environmental officers/teams and parks and recreation officers*

E.g.

* *Waterways contaminated/testing underway and results*
* *Biosecurity actions/planning*
* *Drinking water quality/testing/results*
* *Weeds and pest control/fogging/spraying*
* *Riverine and coastal erosion updates*
1. **Roads and Transport**
* *Inputs from state agency partners, e.g. DTMR, QRA*
* *Inputs from local council on town/local controlled-roads, stock and freight routes, road closures/opening/roadworks, rail interruptions, port and other marine issues, airports*
1. **Building**
	* *Reconnection of power/telecommunications*
	* *Schools/TAFE/daycare centres - repairs/cleaning and operational status*
	* *Impacted homes – clean-up/repair status*
	* *Council and government owned buildings impacted e.g. depots*

**Emerging Issues**

*E.g. mosquitoes, locusts, mould-related illness, carcass disposal, sewerage issues, community event cancellations*

**Key Messages**

* *External – e.g. social media posts regarding funding or services coming to town, progress on road openings etc., information packs available at field days, email distribution lists with updated factsheets*
* *Internal to Council – e.g. upcoming meetings, reporting due dates, visiting staff from other councils, meeting venue bookings related to recovery*

**Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by:** |  | **Signature** | **Date:** | **Time:** |
|  |  |  |
| **Approved by:** |  | **Signature** | **Date:** | **Time:** |
|  |  |  |