



SCENIC RIM REGIONAL COUNCIL

Corporate & Community Services Committee

Agenda

Meeting to be held in the Council Chambers

82 Brisbane Street

Beaudesert

Tuesday, 20 January 2015

Commencing at the conclusion of the
Finance Committee Meeting

SCENIC RIM REGIONAL COUNCIL
CORPORATE & COMMUNITY SERVICES COMMITTEE
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CORPORATE & COMMUNITY SERVICES COMMITTEE

AGENDA

ATTENDANCE

Cr N J Waistell, Chairperson
Cr N O'Carroll
Cr V A West, Deputy Mayor
Cr R J Stanfield
Cr D A McInnes

APOLOGIES

Cr J C Brent, Mayor
Cr J J Sanders

DECLARATIONS OF INTEREST BY MEMBERS

Reception of Deputations by Appointment / Visitors

Nil

Please note: Agenda Items where Subject Headings are followed by [CLOSED] are to be discussed in closed session in accordance with Section 275(1) of the Local Government Regulation 2012.

Section 275(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters, affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving it; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which public discussion would be likely to prejudice the interests of local government or someone else, or enable a person to gain financial advantage.

1. EXECUTIVE

1.1 Leave of Absence - Cr John Brent

Executive Officer: Chief Executive Officer

Item Author: Executive Personal Assistant - Office of the Mayor & CEO

File Reference: 13/04/006

Executive Summary

Cr Brent has requested a leave of absence from the Council Committee meetings scheduled to be held on 20 January 2015.

Previous Council Considerations / Resolutions

Not applicable.

REPORT

Cr Brent previously advised the Acting Chief Executive Officer of his intention to take a leave of absence for the period 7 January to 22 January inclusive.

Strategic Implications

Community Plan

Not applicable.

Corporate Plan / Operational Plan

Not applicable.

Budget Implications

Not applicable.

Legal / Statutory Implications

Not applicable.

Risks

Not applicable.

Conclusion

It is requested that Council consider granting Cr Brent leave of absence from the Council Committee meetings to be held on 20 January 2015.

Consultation

Not applicable.

Chief Executive Officer's Recommendation

That Council resolve to grant Cr Brent leave of absence from the Council Committee meetings to be held on 20 January 2015.

Attachments

Nil.

1.2 LGAQ Elected Member Update

Executive Officer: Chief Executive Officer

Item Author: Councillor Support Officer

File Reference: 02/05/002

Executive Summary

Local Government Association of Queensland (LGAQ) Elected Member Updates (EMU) will be held in various centres around Queensland.

Previous Council Considerations / Resolutions

Not applicable.

REPORT

An LGAQ EMU session will be held at Brisbane on Monday, 23 February 2015.

This unique state-wide program is tailored directly to local government decision makers including Mayors, Councillors and senior officers. EMU provides an opportunity for neighbouring councils to join where possible to experience a meaningful professional development opportunity and a chance to receive an update on and debate current issues facing Queensland communities and councils.

All sessions are tailored to the information needs of participating councils. The 2014 EMU interactive agenda will cover key topics impacting councils including:-

- State Election: considerations and themes;
- Local Government Electoral Reforms;
- Update on recent state and federal legislative reforms;
- Local Government Efficiency, Productivity and Innovation;
- Financial Sustainability and Performance Benchmarking;
- Industrial Relations Update- Impact on the one award; and
- Governance Refresher.

Strategic Implications

Community Plan

Sustainable and Prosperous Economy

Outcome: A diverse economy built upon localisation principles.

Open and Responsive Government

Outcome: Government serves and supports the community.
Levels of government work together and with others in the community interest.

Corporate Plan / Operational Plan

Sustainable and Prosperous Economy - Strategy 4

Advocate and support the planning and delivery of major projects that align with the community plan's regional vision, in collaboration with government agencies and other key stakeholders.

Organisational Sustainability - Strategy 1

Implement and maintain an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles.

Budget Implications

Provision has been made in Council's 2014/2015 Budget.

Legal / Statutory Implications

Not applicable.

Risks

Not applicable.

Conclusion

The elected members are invited to express interest in attending an LGAQ EMU session being held on 23 February 2015 in Brisbane.

Consultation

Not applicable.

Chief Executive Officer's Recommendation

That interested Councillors be authorised to attend an LGAQ EMU session being held on 23 February 2014 in Brisbane.

Attachments

Nil.

2. CHIEF FINANCE OFFICER

Nil

3. REGIONAL SERVICES

3.1 Public Interest Disclosures Policy

Executive Officer: Director Regional Services

Item Author: Coordinator Governance & Corporate Policy

File Reference: 14/03/004

Executive Summary

The purpose of this report is to review Council Policy: Public Interest Disclosures.

Previous Council Considerations / Resolutions

Council's Public Interest Disclosure Policy was adopted in July 2011 and is now due for review.

REPORT

The Public Interest Disclosure Act 2010 requires each 'public sector entity' (including each local government) to establish processes within which a person may disclose certain classes of information (in the public interest) knowing that:

- (a) the entity will deal appropriately with that information (either by acting on it directly or by referring it to the appropriate authority); and
- (b) their identity will be protected and they will not be subjected to reprisals for making the disclosure.

The legislation defines the classes of information about which a Public Interest Disclosure (PID) can be made. Any person may make a PID about a broad range of matters and PIDs about further matters can be made by 'public officers' (i.e. by Councillors and Council officers). The legislation provides for severe penalties against:

- (a) Public sector entities and their public officers who fail to deal correctly with PIDs; and
- (b) Persons who make PIDs knowing that the information being disclosed is false.

The legislation allows the chief executive officer of each public sector entity to establish a procedure about the way in which a PID should be made to that entity. Where a procedure exists, the discloser should use that procedure but may instead make their disclosure directly to the CEO or to a Councillor. Council's procedure is outlined in the PID Management Plan issued by the CEO in July 2011 and may be viewed on Council's website.

The Council Policy provides organisational commitment to the objectives of the public interest disclosure legislation and general information about PID processes. Amendments are required to the policy document as adopted in July 2011 because:

- (a) Oversight of PIDs has transferred from the Public Service Commission to the Queensland Ombudsman Office; and
- (b) The *Crime and Misconduct Act 2001* has been renamed the *Crime and Corruption Act 2001*, the Crime and Misconduct Commission renamed as the Crime and Corruption Commission, and the PID offence of "*official misconduct*" replaced with "*corrupt conduct*".

Strategic Implications

Community Plan

Theme: Open and Responsive Government
Outcome: Government is transparent, invites participation and encourages constructive debate
Priority: Building understanding and trust between community and government through information, honesty and transparency

Corporate Plan / Operational Plan

Open and Responsive Government
Create a corporate environment underpinned by ethical behaviour that fosters a proactive customer service culture. Processes and procedures that progress open and accountable governance and apply a risk management approach.

Budget Implications

Nil.

Legal / Statutory Implications

The policy amendments will align the policy with current legislation.

Risks

Not applicable.

Conclusion

Renewal of this policy with these updated references will provide support to Council officers when establishing and implementing public interest disclosure processes.

Consultation

Council has liaised with the Queensland Ombudsman Office regarding these changes.

Director's Recommendation

That Council endorse the amendment of Council Policy: Public Interest Disclosures.

Attachments

1. Draft Council Policy: Public Interest Disclosures.

Attachment 1 - Draft Council Policy: Public Interest Disclosures

CORPORATE MANAGEMENT
GOVERNANCE
Policy Number: CM03.15CP



COUNCIL POLICY: PUBLIC INTEREST DISCLOSURES

Date Adopted:	26 July 2011
Committee Reference:	Corporate and Community Services Committee Meeting; 19 July 2011; Item No. 1.3
Contact officer:	Coordinator Governance and Corporate Policy
Next review date:	30 June 2014 2017
File Reference:	14/03/004 04/15/004
Related Policies/Local Laws/Legislation:	Public Interest Disclosure Act 2010 Crime and Misconduct Corruption Act 2001 Local Government Act 2009 Right to Information Act 2009 Complaints Management Policy Staff Formal Disciplinary Policy
Related Documents:	Public Interest Disclosure Standard No.1 (Issued by the Commission—Chief—Executive—of—the—Public—Service Commission Queensland Ombudsman Office under Section 60 of the Public Interest Disclosure Act 2010) Making a Public Interest Disclosure: A Guide for individuals working in the public sector (CMC 2009) Handling a Public Interest Disclosure: A guide for public sector managers and supervisors (CMC 2009) Public Interest Disclosures Management Plan (To be approved by Chief Executive Officer)

OBJECTIVES

The objectives of this policy are:

- to acknowledge Council’s obligations as a Public Sector Entity as defined in the *Public Sector Disclosure Act 2010*
- to establish Council’s commitment to the promotion and proper management of Public Interest Disclosures.

Corporate Plan:	
<u>Priority Area Theme</u>	Community Development and wellbeing Our communities are vibrant and healthy; we have a strong sense of pride and a feeling of belonging within our region; we celebrate our heritage ; and have access to diverse cultural and leisure opportunities.

Scenic Rim Regional Council Policy Register

	<p><u>Corporate Sustainability</u> <i>Scenic Rim Regional Council is in a strong financial and operational position; we work with our community to deliver on corporate plan priorities.</i></p> <p><u>Open and Responsive Government</u> <i>Council will provide leadership that supports the diverse needs of our community. We value this diversity and will actively engage to deliver a range of affordable services in an efficient and fair manner. We will acknowledge the aspirations of our community when making decisions in an ethical and transparent way.</i></p>
Strategy	<p><u>Deliver public health and safety management initiatives, education and healthy lifestyle programs that promote and support a safe and healthy living environment.</u></p> <p><u>Encourage community participation, support open and accountable governance, and adopt a risk management approach to all Council operations and programs</u></p> <p><u>Create a corporate environment underpinned by ethical behaviour that fosters a proactive customer service culture, processes and procedures that progress open and accountable governance and apply a risk management approach.</u></p>

POLICY STATEMENT

Council recognises the significant role which disclosures by Councillors, its employees and members of the public can play in the identification of dangers to the environment and dangers to persons with disabilities. Council also recognises that by virtue of their office its Councillors and Council employees may identify cases of **misconduct corruption**, maladministration or misuse of resources which will not be otherwise identified and addressed through internal controls.

In accordance with the objectives of the *Public Interest Disclosure Act 2010*, it is Council policy to:

- (a) promote the public interest by facilitating Public Interest Disclosures of wrongdoing in the public sector; and
- (b) ensure that Public Interest Disclosures are properly assessed and, when appropriate, properly investigated and dealt with; and
- (c) ensure that appropriate consideration is given to the interests of persons who are the subject of a Public Interest Disclosure; and
- (d) afford protection from reprisals to persons making Public Interest Disclosures

These outcomes (including information regarding how a PID may be made) will be achieved via a Public Interest Disclosure Management Plan to be developed and implemented by the Chief Executive Officer in accordance with Section 28(1) of the *Public Interest Disclosure Act 2010*.

Council recognises the sensitivities which can be associated with Public Interest Disclosures and the need to maintain public confidence in its process for managing Public Interest Disclosures. To that end Council will:

- ensure that Public Interest Disclosures are managed appropriately in accordance with the requirements of PIDA
- maintain confidentiality of Public Interest Disclosures received (as per S65 of PIDA)

- consider prosecution of any person who provides a false or misleading statement or information to Council with the intention of it being processed as a PID (as per S66 of PIDA)
- consider prosecution and disciplinary action against any Councillor or Council employee who takes or attempts to take a reprisal action (refer S540&41 of PIDA)
- ensure that the proper records are maintained of Public Interest Disclosures received (as per S29 of PIDA) and that the confidentiality of all records created during the investigation and reporting of Public Interest Disclosures is preserved (as per S65 of PIDA)

SCOPE

This policy applies to all Councillors, Council officers and members of the public.

DEFINITIONS

Public Interest Disclosures are defined in the *Public Interest Disclosure Act 2010* as an appropriate disclosure about a public interest matter made to a proper authority.

An **appropriate disclosure** can be made by any person (s12) about—

- (a) a substantial and specific danger to the health or safety of a person with a disability; or
- (b) the commission of an offence against a provision mentioned in schedule 2*, if the commission of the offence is or would be a substantial and specific danger to the environment; or
- (c) a contravention of a condition imposed under a provision mentioned in schedule 2*, if the contravention is or would be a substantial and specific danger to the environment; or
- (d) the conduct of another person that could, if proved, be a reprisal.

Or

Disclosures by a public officer (s13) about—

- (a) the conduct of another person that could, if proved, be—
 - (i) ~~official misconduct~~ **corrupt conduct**; or
 - (ii) maladministration that adversely affects a person's interests in a substantial and specific way; or
- (b) a substantial misuse of public resources (other than an alleged misuse based on mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- (c) a substantial and specific danger to public health or safety; or
- (d) a substantial and specific danger to the environment.

Disclosures under sections 12 & 13 must:

- be made with a proper authority (as defined in S5 of the Act); and
- be information about the conduct of another person or another matter if—
 - (a) the person honestly believes on reasonable grounds that the information tends to show the conduct or other matter; or
 - (b) the information tends to show the conduct or other matter, regardless of whether the person honestly believes the information tends to show the conduct or other matter.

Notes:

*Schedule 2 of the Act specifies particular statutory offences or contraventions involving endangering the environment.

Public Officers of local governments include both Councillors and employees (including persons engaged under a contract of employment).

RESPONSIBILITIES

Policy Author	Coordinator Governance and Corporate Policy
Policy Owner	Coordinator Governance and Corporate Policy
Guidelines and procedures - <i>Public Interest Disclosures Management Plan</i> <ul style="list-style-type: none">- <i>Approval and amendment</i>- <i>Implementation</i>	Chief Executive Officer Coordinator Governance and Corporate Policy

Approved By:

SCENIC RIM REGIONAL COUNCIL
26 July 2011

4. INFRASTRUCTURE SERVICES

4.1 Australian Red Cross Society Memorandum of Understanding

Executive Officer: Director Infrastructure Services

Item Author: Director Infrastructure Services

File Reference: 09/07/001

Executive Summary

Council entered into a five year Memorandum of Understanding with the Australian Red Cross Society on 17 October 2012 for the provision of services in relation to preparing for, responding to and recovering from emergency events. Since Council's restructure in 2014, the contact details in the Memorandum of Understanding have changed and there have been several minor changes to the content of the agreement, therefore it is proposed that Council enter into a renewed Memorandum of Understanding with the Australian Red Cross Society.

Previous Council Considerations / Resolutions

Not Applicable.

REPORT

Following a recommendation from the Queensland Floods Commission of Inquiry in 2011/12, Council entered into a Memorandum of Understanding (MoU) with Red Cross on 17 October 2012 for the provision of services in relation to preparing for, responding to and recovering from emergency events.

This agreement establishes the principles, outcomes, roles, responsibilities, obligations and relationships between each party. The MoU is to enable Council and the Red Cross to work collaboratively to ensure better emergency services. Both parties share a commitment to ensure that the impact and effect of emergencies (natural and human made) are minimized and well managed for its constituents and the community.

The MoU helps to build emergency preparedness of individuals and the community, enhances emergency management capabilities and capacities and response to events as requested, in line with Queensland Disaster Management Arrangements.

The current agreement is due for renewal in 2017, however due to Council's recent restructure, key contacts listed in the document have changed. There have also been several minor changes to the MoU template including changing the renewal period from five to three years. It is therefore proposed that Council now enters into a renewed MoU.

Once the MoU is endorsed by Council, it will be referred to the Scenic Rim Local Disaster Management Group Meeting for endorsement as well prior to sign off.

Strategic Implications

Community Plan

Theme: Healthy, Engaged and Resourceful Communities
Outcome: Healthy and active people
Priority: Retaining safe communities through policing, pride, design, and community involvement

Corporate Plan / Operational Plan

Healthy Engaged and Resourceful Communities - Statement of Intent
Council will build and strengthen the social fabric of our growing region which is based on friendly, active and healthy communities and our natural environment.

Budget Implications

Not Applicable.

Legal / Statutory Implications

Not Applicable.

Risks

Failure to enter into a renewed Memorandum of Understanding with Red Cross will:

- limit Council's ability to provide effective emergency management in relation to preparation, planning, response and recovery;
- limit Council's ability to provide emergency services to the Scenic Rim Community; and
- limit Council's ability to deliver the Initiative in the Corporate and Operational Plans.

Conclusion

The endorsement to enter into a renewed Memorandum of Understanding with the Red Cross is crucial to improving Council's emergency management and the services provided to the community. It is therefore considered appropriate for Council to endorse the entering into of a renewed MoU with Red Cross.

Consultation

Disaster Management Steering Committee
Coordinator Community Development
Coordinator Community and Culture

Director's Recommendation

That Council enter into a renewed Memorandum of Understanding with the Australian Red Cross Society.

Attachments

1. Memorandum of Understanding - Australian Red Cross Society and Scenic Rim Regional Council.

Attachment 1 - Memorandum of Understanding - Australian Red Cross Society and Scenic Rim Regional Council



MEMORANDUM OF UNDERSTANDING

For

The provision of services in relation to preparing for, responding to and recovering from emergency events.

Between

AUSTRALIAN RED CROSS SOCIETY

49 Park Road
Milton QLD 4064

&

SCENIC RIM REGIONAL COUNCIL

82 Brisbane Street
BEAUDESERT QLD 4285

1. Preamble

Red Cross shares a commitment with the **Scenic Rim Regional Council** to ensure that the impact and effect of emergencies (natural and human made) are minimized and well managed for its constituents and the community.

This is achieved by building the emergency preparedness of individuals and the community, enhancing Emergency Management capabilities and capacities and responding to events as requested, in line with Queensland Disaster Management Arrangements.

2. Purpose

This Memorandum of Understanding (MoU) establishes the principles, outcomes, roles, responsibilities and relationships between the parties to this agreement and replaces any other MoU currently in operation between the parties.

This MoU is to enable the **Scenic Rim Regional Council** and Red Cross to work collaboratively to ensure better emergency service planning and preparedness for, response to and recovery from emergency events. It outlines Red Cross' role and services and **Scenic Rim Regional Council's** associated obligations and responsibilities.

This MoU is supported by a schedule of operational arrangements.

3. Nature of Understanding

The parties agree and acknowledge that this MoU is not intended to create legal obligations between them and is to supplement the statutory responsibilities of Local Government, either stated or implied under relevant Acts, by describing the agreed roles and responsibilities of the parties.

The parties agree and acknowledge that the nature and extent of an emergency may mean Red Cross makes strategic decisions relating to resource allocation in the interest of Statewide response and recovery operations. These decisions may impact on the provision of services in the **Scenic Rim Regional Council** region. If an extreme risk rating is determined, the Red Cross Incident Management Team in consultation with the Local Government may delay the deployment or movement of personnel, until it is safe to do so.

In the event of a major emergency for the whole of Queensland or significantly large portions of the State, some or all of the agreed roles may not be fulfilled. The parties agree, however, that they will do all in their resource capability and safety considerations to fulfill the roles and responsibilities contained in this MoU.

Red Cross is not responsible for completing any tasks not listed in the Schedule without prior consultation.

4. Responsibilities and Services of Red Cross

Red Cross will, subject to resource constraints, commit in good faith to provide the following emergency services to the **Scenic Rim Regional Council**:

Preparation and Planning

- Participate as a member of the Local Disaster Management Group (LDMG) contributing expertise and advice on disaster planning, preparation, response and recovery.
- Provide guidance and advice on the establishment of appropriate Evacuation Centres, including operational policies and procedures, appropriate support materials and resources.
- Assist in the auditing of evacuation centres prior to a disaster and provide guidance to determine suitability and operational capacity.
- Open up Evacuation Centre Training to **include Council** staff where possible.
- Work towards establishing and developing Red Cross Emergency Services capacity within the Scenic Rim Regional Councils LGA.
- Participate in emergency exercises including the management and operation of evacuation centres, registration, AIIMS operations, and recovery operations.
- Share knowledge in disaster management, and sheltering practices based on Red Cross National and International experience.
- Collaborate on Preparedness Programs and support activities where capacity allows.
- Assist in recovery planning with partner agencies including membership on local or district recovery committees to provide advice, assistance and Red Cross resource materials.

Emergency Response

- Provide representation at LDMG and District Disaster Management Group (DDMG) meetings during the activation.
- Advise on the use of intra or interstate Red Cross teams if required.
- Deploy an appropriately sized Red Cross workforce to operate and manage Evacuation Centres including the coordination and operational management of other agencies within an evacuation centre.
- Complete the registration of evacuees utilising Register, Find, Reunite.
- Provide Information, Personal Support Services and Referral Services to evacuees.
- Provide advice and expertise to inform human impact assessments related to the emergency if required.
- Provide and distribute resource materials and agency information to residents and communities.
- Provide timely situation reports to assist the LDMG in its ongoing emergency management operations and to inform early recovery planning.
- Assist with planning and implementing effective transition strategies for evacuees
- Work with the LDMG on the timing and closure of Evacuation Centres.

Recovery

Community Recovery

- Work in partnership with the lead agency of recovery to provide Personal Support (including information and referrals) to affected community members in a range of delivery models
- Provide advice and expertise through representation at local and District Human & Social Committees and advise of recovery issues.
- Provide human & social impact assessment through Outreach visits
- Negotiate participation in medium to long-term recovery initiatives including specialised individual and family support and community development programs

- Provide education and support to community leaders and community groups about recovery practice and operations.
- Provide debriefs to community leaders, community groups and emergent groups as required.
- Provide access to Red Cross recovery and preparedness resources via the Red Cross Website.

5. Responsibilities of the Scenic Rim Regional Council

The **Scenic Rim Regional Council** will commit in good faith to provide the following in an emergency:

Preparation and Planning

- Involve Red Cross in disaster planning including membership of the LDMG and other appropriate committees or working groups.
- Consult with Red Cross on the identification and suitability of Evacuation Centres including auditing of facilities prior to disasters to ensure humanitarian standards including Red Cross Preferred Practices and operational requirements are considered.
- Ensure that arrangements are in place with support agencies to enable the efficient operation of evacuation centres including the provision of psycho-social support, food, medical services, management of pets, security, and sanitation.
- Conduct regular and timely emergency service activities with Red Cross and other agencies to ensure a high level of preparedness and response, build operational relationships and understanding of roles and responsibilities.

Emergency Response

- Provide Red Cross with early activation request to enable the timely deployment of Emergency Service's team/s.
- Assist with transport, access arrangements and sourcing and securing local accommodation for Red Cross Emergency Service's team/s when required.
- Set up of functional evacuation centres with appropriate bedding and amenities, and support services with partner agencies as recommended in the *Queensland Evacuation Guidelines for Disaster Management Groups*.
- Provide office facilities for a Red Cross Field Operation Centre if required.

Emergency Recovery

- Ensure Red Cross membership to the Local Human & Social Committee.
- Support recovery service delivery arrangements to assist individuals and communities during and following disasters.
- Engage with Red Cross on community recovery options.
- Consider Red Cross as a partner for long term recovery operations.

6. Privacy & Confidentiality

- The parties acknowledge that confidential information exists and may come into existence and agree that this information is private unless it pertains to a duty of care issue.
- One party will not use the other's confidential information for any purpose other than the performance of its obligations under this MoU.
- Both parties agree, in respect of any personal information held or collected in connection with this MOU, to comply with the Australian Privacy Principles in the Privacy Act 1988 and any other applicable law regarding privacy.

7. Dispute resolution

Should any dispute or difference ('the dispute') arise between Red Cross and the **Scenic Rim Regional Council** during the period of this MoU the procedure to be followed by the parties to resolve the dispute shall be as follows:

- The State Manager Red Cross Emergency Services will meet with the Council's Local Disaster Coordinator or Council appointed representative within ten working days of the dispute arising with a view to resolving the dispute by negotiation.
- If no resolution can be found than the MoU can be terminated by either party.

8. Duration

- This MoU shall be for a period of 3 years from the date of execution, and shall replace all existing arrangements between the parties.
- This MoU may be terminated at any time by either party providing the other party provides four weeks notice in writing.
- The expiry of this MoU will not affect any activities already in progress at the date of expiry.

9. Annual Review:

- To accomplish the purpose set forth in this MoU, partners will meet at least once a year for the purpose of reviewing, monitoring and evaluating outcomes.
- This MoU may be amended at any time by an agreement in writing between the parties and will be documented as an annexure to this MoU at that time.

10. Financial Arrangements:

- Red Cross will invoice **Scenic Rim Regional Council** for all costs incurred in relation to an activation as outlined in Schedule 5.

Executed on the day of 2014

On behalf of the **Scenic Rim Regional Council**

.....
Cr John Brent
Mayor

On Behalf of **Red Cross**

.....
Kevin Keeffe
Executive Director, Queensland

DRAFT

SCHEDULE 1. EVACUATION CENTRES

This schedule details the obligations of both the **Scenic Rim Regional Council** and Red Cross in relation to Evacuation Centre Management for an emergency. It does not relate to the management of Assembly Points, Neighbourhood Safer Places, Recovery Centres or Public Cyclone Shelters.

Obligations:

The obligations section is divided into four distinct areas including: Preparation, Pre – Impact, During Operations, and Post Operations.

Considerations:

Red Cross recognizes that not everyone who resides at an Evacuation Centre is self caring however, people with special needs must be accompanied by a carer or be supported with trained specialists e.g. health care or aged care workers.

Preparation:

Red Cross	Local Government
Provide advice on interpretation and implementation of the Red Cross Sheltering Preferred Practices to assist in Evacuation Centre planning.	Provide Red Cross with an updated listing of audited evacuation centre sites before 30 November each year.
Meet annually with Council to discuss and review suitability of designated Evacuation Centres.	Provide Red Cross with an updated contact list by 30 November each year as per Schedule 4.
Provide Council with an updated contact list by 30 November each year as per Schedule 4.	Hold a minimum of two Evacuation Centre Management Kits to Red Cross specifications (can be purchased directly from Red Cross or sourced independently)
	Work collaboratively with external partners in planning and implementation of annual evacuation exercise.
	Undertake community mapping to identify groups most at risk and those likely to require emergency sheltering.
Inform Council of annual training calendar.	Review quantity, quality, and sourcing of resources to support the running of evacuation centres e.g. bedding.
	Disseminate messaging that ensures community members prepare for risks in their area and have an understanding of what actions to take in the event of an emergency.
	Promote Red Cross training internally and externally to facilitate growth and development of local capacity.

	Purchase appropriate visual identification devices (wrist bands) for use in evacuation centres.
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Pre-Impact:

Red Cross	Local Government
Participate in Council's early assessment of immediate sheltering needs.	Contact the Red Cross Duty Officer once the LDMG is activated
Determine the number of personnel needed to operate the Evacuation Centre(s) and corresponding Incident Management Team	In consultation with Red Cross, assess immediate emergency sheltering requirements considering alternatives to evacuation centres e.g. hotels.
	Advise the Duty Officer of Local Disaster Coordination Centre contact details.
Advise of transportation requirements for the incoming Red Cross team/s	Activate Red Cross by contacting the Red Cross Emergency Services Duty Officer as per the key contact details outlined at Schedule 4. Advise Duty Officer of when (date and time) and where (location) the evacuation centre(s) will be opened.
	The Local Disaster Coordinator or nominated representative will submit a request for transport assistance to the District Disaster Coordinator if required to facilitate Red Cross access into the Local Government Area. The Local Disaster Coordinator will also organise transport to the Evacuation Centre if required.
	Activate other partner agencies with pre-organised responsibilities in evacuation centres.
	Consider support mechanisms for community members choosing to shelter in place or with family and friends for extended periods of time.
	Coordinate personnel to open and set-up the evacuation centre if required before the Red Cross Team arrives.

	Provide an Evacuation Centre Facilities Coordinator to identify and organise required resources, sanitation, communications, power, health and safety, access, security and other foundational arrangements.
	Have arrangements in place for the coordination of animals to be housed during an emergency; either on site of the evacuation centre with an animal welfare agency or externally.

During Operations:

Red Cross	Local Government
Deploy Red Cross team/s to support the operation of evacuation centres Evacuation centres staffed by Red Cross will have a personnel on site 24/7 until centre is closed.	The Local Disaster Coordinator or nominated representative, will provide the Evacuation Centre Manager or nominated Red Cross representative with regular updates on the operation of the evacuation centre(s) detailing the duration that the facility or facilities will be activated.
Red Cross team/s will ensure the set-up and management of the centre is in line with best practice for emergency sheltering meeting Evacuees basic needs.	Arrange daily cleaning services to ensure appropriate sanitation including solid waste collection.
Manage the welfare of all people seeking shelter within the evacuation centre.	Organise security contractors when Queensland Police is not on site.
Ensure residents are registered under the Register.Find.Reunite.System and where possible capture de-registration.	Arrange transport for community members to the evacuation centres as required.
Facilitate media interactions at the request of the Local Government Media Team respecting the privacy of the affected people.	Coordinate spontaneous offers of assistance and goods that may be directed towards evacuation centres.
Maintain a running log of centre management operations.	Work together with the Centre Management team to develop exit strategy.
Ensure fire safety arrangements are in place to evacuate residents if required.	Work together with the Centre Management team and Department of Communities to ensure temporary housing is arranged for people who require it.
Work collaboratively with the Councils Evacuation Centre Facilities Manager to ensure a coordinated approach to	Where spontaneous evacuation centres have opened to the community, assistance will be provided to support

resource requests and facility issues.	and ideally transition these people to well resourced pre-planned centres.
Coordinate all agency personnel working within the Evacuation Centre, including daily cross agency situational and operational briefings.	Provide traffic management services to support the evacuation centre, where needed.
Provide daily information to residents and guests via information boards and announcements.	In the event of loss of communications, arrange for equipment to maintain communications between the evacuation centres and the Local Disaster Coordination Centre.
Implement agreed exit strategy in consultation with partner agencies.	Provide an Evacuation Centre Facilities Manager to each Centre. Evacuation Centre Facilities Manager to be onsite where practicable and to attend daily Evacuation Centre briefings.

Post Operations:

Red Cross	Local Government
Will ensure the facility is tidy and any repairs required have been documented.	Responsible for cleaning the facility and returning it back to the state it was in prior to the centre opening.
Provide a listing to Council of items used from the Evacuation Centre Kit to facilitate replacement.	Conduct a lessons learnt session with Red Cross to determine the effectiveness of the centre and implement any changes required.

SCHEDULE 2 RECOVERY

This schedule details the obligations of both the **Scenic Rim Regional Council** and Red Cross in relation to community recovery.

Obligations:

The obligations section is divided into two distinct areas including: Operations and Post Operations.

During Operations:

Red Cross	Local Government
Deploy a Recovery Team during response to assist in early recovery planning.	Provide access to community data, and resources for recovery planning.
Provide early Human and Social impact assessments to inform recovery service planning.	Distribute Human & Social reports to all partner agencies
Provide Situation Reports to Local Human & Social Committees as required.	Undertake recovery service mapping with all partner agencies.
Facilitate community engagement in early recovery on behalf of Local Government to inform recovery priorities and local recovery plans as well as community feedback and data to inform long term recovery planning.	Provide Council personnel to attend community engagement meetings.
Facilitate access to recovery experts to build capacity of Local Committees.	Ensure Red Cross is invited to participate in community recovery information sessions and events.
Facilitate community information and training sessions on Community led recovery.	Support and promote 'recovery' information sessions to community and provide facility for information sessions.
Develop and implement exit strategy in consultation with partner agencies and communicate to recovery clients.	

Post Operations:

Red Cross	Local Government
Conduct lessons identified with Red Cross recovery teams and provide feedback to Council.	Conduct a lessons learnt session with all recovery partners.
Actively participate in debriefs and lessons identified with partner agencies including Local Council.	

SCHEDULE 3 DEFINITIONS

Unless the subject matter or context requires otherwise, in this agreement including the introductions, schedules and appendices (if any) the following words and expressions whether commencing with capital letters or not shall have the meanings respectively assigned to them below:

Affected People:

Those who have been have been affected by the event.

Assembly Point:

A designated location specifically selected as a point which is not anticipated to be adversely affected by the hazard. Often established indoors or outdoors for short-term evacuations, whereby basic needs such as water, registration, information and psychosocial support is available. Sometimes used to triage, prior to coordinated movement of people to a longer-term location.

Chairperson of the Scenic Rim Regional Council Local Disaster Management Group:

The person appointed as Chairperson of the local disaster management group in accordance with Section 34 of the Disaster Management Act 2003.

Day Guest :

Someone who visits an evacuation Centre, but is not residing at the facility. This person may also be affected.

Disaster:

Defined by section 13 of the Disaster Management Act 2003 (Qld) to mean a serious disruption in community, caused by the impact of an event, that requires a significant coordinated response by the State and other entities to help the community recover from the disruption.

Emergency Sheltering:

The process of supporting people displaced who have been threatened or impacted by an emergency event. Emergency sheltering may include planned congregate shelters or support to self-sheltering individuals or families.

Evacuation Centre:

A designated building specifically selected as a location not anticipated to be adversely affected by the hazard. Provide basic needs including shelter. An evacuation centre is a "...centre that provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services should be provided." (EMA)

Evacuation Centre Kit:

Are pre-packaged containers of all materials identified as being required to run the Evacuation Centre in the initial stages (24-48 hours) of Activation. The pre-packaged materials are divided into the following categories: Stationery, Utilities, Self Care, Children's Entertainment and Pet Care.

Evacuation Centre Management:

Involves:

- Coordinating all agencies operating within the centre;
- Establishing and maintaining the layout of the centre;

- Being the central point of contact between the Local Disaster Management Group and the centre;
- Ensuring the dissemination of information and reports approved by the Chairperson and/or Local Disaster Coordinator **Scenic Rim Regional Council** Local Disaster Management Group, from internal and external sources;
- Ensuring an assessment and monitoring system is in place for environmental health and safety issues;
- Ensuring all personnel in the centre receive briefings and de-briefings;
- Ensuring the safety and wellbeing of personnel in the centre;
- Ensuring basic needs (food, water and sanitation) are met within the centre;
- Implementing a media and visitor plan for the centre/s, subject to approval by the Chairperson and/or Local Disaster Coordinator **Scenic Rim Regional Council** Local Disaster Management Group;
- Ensuring the closure of the evacuation centre when directed.

Evacuee:

Someone who has been forcefully or voluntarily evacuated from their place of residence.

Event :

May be natural or caused by human acts or omissions and is defined by section 16 of the Disaster Management Act 2003 (Qld) to mean any of the following:

- a cyclone, earthquake, flood, storm, storm tide, tornado, tsunami, volcanic eruption or other natural happening;
- an explosion or fire, a chemical, fuel or oil spill, or a gas leak
- an infestation, plague, or epidemic;
- a failure of, or disruption to, an essential service or infrastructure;
- an attack against the State;
- another event similar to an event mentioned above*

Household Pet Shelter:

A specialised pet shelter used to meet the needs of people with household pets, who have been, or are potentially affected by, an emergency event.

Local Human & Social Committee:

Ensure human and social recovery service support is available to local affected community.

Local Disaster Coordinator Scenic Rim Regional Council Local Disaster Management Group:

The person appointed as Local Disaster Coordinator of the Local Disaster Management Group in accordance with Section 36 of the Disaster Management Act 2003.

Neighbourhood Safer Place:

A local open space or building where people may gather, as a last resort, to seek shelter from bushfire.

Outreach:

Red Cross teams providing 'door to door' wellbeing checks of residents in a disaster affected community.

Public Cyclone Shelter:

A building, or part of a building, specifically designed and constructed to provide protection from wind and debris during the passage of a severe tropical cyclone.

Recovery Centre:

A Recovery Centre may be established to provide a central point for information or services including personal support, financial assistance, counselling, and referrals to other services to meet a range of assistance needs of people affected by a disaster.

Red Cross Recovery Team:

A Team of Red Cross personnel providing Personal Support and recovery support activities as per MOU with Department of Communities at Recovery Centres, Outreach and community events.

Red Cross Evacuation Centre Management Team:

An Evacuation Centre Management Team may consist of an Evacuation Centre Manager, an Operations Officer, and Logistics Officer who are responsible for the welfare Management Functions of the Evacuation Centre. Red Cross will scale up or down the size of the team according to the nature of the event.

Residents:

Those staying in public facilities designated for sheltering during an emergency. This term does not encompass those people who temporarily visit for food or information.

Serious Disruption:

is defined by section 13 of the Disaster Management Act 2003 (Qld) to mean:

- loss of human life, or illness or injury to humans; or
- widespread or severe property loss or damage; or
- widespread or severe damage to the environment.

Spontaneous Shelters:

Unplanned shelters opened by organisations or individuals who may not be part of the emergency management arrangements. These shelters may or may not be open to the public.

The Scenic Rim Regional Council:

The Local Government Area including the areas of:

Tamborine Mountain	Canungra
Beaudesert	Kooralbyn
Rathdowney	Boonah
Aratula	Kalbar
Harrisville	Peak Crossing

Temporary Housing:

Housing required for affected people who are unable to return to their homes provided by the local authority and may include a caravan, hotel or someone else's house.

SCHEDULE 4 KEY CONTACTS

SCENIC RIM REGIONAL COUNCIL	
Position Description	Telephone Numbers
Local Disaster Coordinator	0417 780 262
Deputy Local Disaster Coordinator	0447 206 013
Deputy Local Disaster Coordinator	0447 206 016
Director Regional Services	0408 441 666

RED CROSS	
Position Description	Telephone Numbers
Duty Officer	0403 251 226
Regional Coordinator	(07)
Regional Manager	(07)

SCHEDULE 5 FINANCIAL ARRANGEMENTS

- The signatories acknowledge that each organisation will be initially responsible for meeting the costs of goods and services necessary to conduct their own activities. Agreed costs incurred by Red Cross will be invoiced to **Scenic Rim Regional Council**.
- When NDRRA funding **DOES NOT** apply to an event, **Scenic Rim Regional Council** allows Red Cross to spend **\$5,000** without prior permission in a single purchase and up to **\$15,000** in total without prior approval from **Scenic Rim Regional Council**.
- Requests by Red Cross to Council for the purchase of goods and services to support Red Cross in their Centre Management role, are required to be carried out within the terms and conditions of **Scenic Rim Regional Council's** Purchasing Policy. These requests will be approved by the Local Disaster Coordinator (or their delegate) and administered by **Scenic Rim Regional Council's** Incident Management Team.
- Accurate records of all costs incurred during the activation period are to be maintained by each organisation.
- Red Cross will within two calendar months of finalisation of the Disaster response and short term recovery provide to the Local Disaster Coordinator **Scenic Rim Regional Council** a tax invoice separately itemising the cost of Red Cross services with supporting documentation.
- Any costs incurred by Red Cross for agreed response or recovery activities will be reimbursed by the **Scenic Rim Regional Council** within one month of receiving the invoice.

4.2 Natural Disaster Relief and Recovery Arrangements

Executive Officer: Director Infrastructure Services

Item Author: Director Infrastructure Services

File Reference: 09/10/001;

Executive Summary

Recent amendments to Natural Disaster Relief and Recovery Arrangements, have highlighted a number of concerns regarding the impact to Council and the region's communities in their ability to recovery for natural disasters. With amended Natural Disaster Relief and Recovery Arrangement Guidelines at both Commonwealth and State levels, the administration of relief and recovery arrangements are considered a whole-of-government responsibility.

Previous Council Considerations / Resolutions

Not Applicable.

REPORT

Council has received advice from the Queensland Reconstruction Authority regarding new and amended Commonwealth guidelines and advisories relating to Natural Disaster Relief and Recovery Arrangements (DNRRRA) relief measures.

The Authority has been consulting with the Commonwealth seeking clarification around the new and amended guidelines and advisories, in particular the eligibility of specific items, including changes to the way some NDRRA measures will be assessed. Guidelines 6 - Definition of essential public assets and Guideline 10 - Counter Disaster Operations are the items most recently updated by the Commonwealth.

Following on from discussions with the Commonwealth, the Queensland Reconstruction Authority will release updated guidelines shortly. A brief outline of the proposed changes has been provided by the Queensland Reconstruction Authority for Council's interim reference which is provided below:

Counter Disaster Operations (CDO)

- The Commonwealth has clarified the definition of extraordinary costs as 'those that exceed what a state or local government could reasonably be expected to incur where the scale and severity of impact from a disaster or where the cumulative impact is beyond the capacity of a state and/or local government to adequately respond'

- The Commonwealth as clarified the following as being eligible CDO activities:
 - Removal of damaged and/or destroyed items from residential properties to make them safe and habitable, including removal of asbestos.
 - Evacuation and care of companion animals where residents are required to evacuate
 - Cleaning and refilling residential potable water and septic tanks to ensure that residential properties are safe and habitable.

- The Commonwealth has clarified the following as being ineligible CDO expenditure:
 - Any costs the state or local government could reasonably be expected to incur responding to the disaster event. Local and state governments are expected to have a reasonable level of resources (human, capital and financial) to be able to undertake disaster response activities.
 - Internal plant hire rates for local and state government owned plant (excluding operational costs such as fuel, oil, additional maintenance).
 - Ordinary wages of backfilling staff undertaking eligible CDO activities. Note that additional costs incurred by the agency when backfilling a staff member who is undertaking CDO activities are eligible, such as higher duties.

- Timeframe for submission lodging:
 - The Commonwealth has clarified the expectations around the timeframes for CDO claims, and as such all CDO submission must be received by the Authority within three (3) months after the end of the financial year in which the eligible expenditure was incurred.

Restoration of Essential Public Assets (REPA), including Emergent Works

- The Commonwealth has clarified 'pre-disaster standard' and 'current building and engineering standards' to allow state and local governments a modest level of flexibility to use contemporary construction methodologies and building materials.

- Extension of Time (EoT) - there has been a clarification around EoT due dates:
 - EoTs must be received to the Authority by 20 June and 30 November each year. This will allow sufficient time to review and meet the Commonwealth due dates of 31 July and 31 December each year.

- The Commonwealth has clarified the following as being ineligible REPA expenditure:
 - Any costs the state or local governments could reasonably be expected to incur responding to the disaster event. Agencies and local governments are expected to have a reasonable level of resources (human, capital and financial) to be able to undertake disaster response activities.
 - Internal plant hire rate for local and state government owned plant (excluding operational costs such as fuel, oil, additional maintenance).
 - Ordinary wages of backfilling staff undertaking eligible REPA activities. Note the additional costs incurred by the agency when backfilling as staff member who is undertaking REPA activities is eligible, such as higher duties.

These new and amended Commonwealth guidelines, and subsequent State guidelines, will have a significant impact to Council financially and in its ability to assist the communities of the Scenic Rim region in recovering from natural disasters. By making internal plant hire and ordinary wages ineligible it effectively forces Council to engage in contractors to deliver restoration works for the full recovery of the cost of works. In doing so, there will be further cost to the community for the delays in restoration as a result of establishing contractors.

Strategic Implications

Community Plan

Theme: Open and Responsive Government
Outcome: Levels of government work together and with others in the community interest
Priority: Protecting the community's investment in infrastructure and minimising whole-of-life costs

Corporate Plan / Operational Plan

Open and Responsive Government - Strategy 5
Provide strong advocacy on local issues of significance and pursue an integrated whole-of-government approach to planning, coordination and improvements in the provision of essential services and infrastructure.

Budget Implications

Impacts to future budgets are foreseeable.

Legal / Statutory Implications

Natural Disaster Relief and Recovery Arrangements - Determination and Guidelines

Risks

Corporate and Financial

- Adoption of unrealistic corporate objectives that are beyond the financial resources of the organisation to deliver. (CF2 - Control)
- Service delivery failure in satisfying community expectations and our commitments made in the Community Plan and related organisational planning documents (CF5 - Control)
- Failure to comply with statutory obligations and responsibilities (CF6 - Control)

Infrastructure and Assets

- Transport network not maintained to an acceptable standard causing economic impacts or injury/death to public (IA4 - Control)

Political

- Poor relationships with other Councils, State and/or Federal governments, resulting in reduced efficiency in key areas, limitations in accessing funding opportunities or devolution of responsibility. (PO1 - Control)

Conclusion

With these changes to Natural Disaster Relief and Recovery Arrangements, Council is concerned with the adverse impact to the Scenic Rim community and its infrastructure. Therefore it is considered pertinent that Council make representation to both the Federal Member for Wright and the State Member for Beaudesert, expressing Council's concerns changes to the applicable guidelines.

Consultation

Nil.

Director's Recommendation

That Council write to the Federal Member for Wright and the State Member for Beaudesert detailing Council's concerns regarding changes to Natural Disaster Relief and Recovery Arrangements, highlighting the adverse impacts to the local community and its infrastructure.

Attachments

Nil.