



SCENIC RIM REGIONAL COUNCIL

Corporate & Community Services Committee

Agenda

Meeting to be held in the Council Chambers

82 Brisbane Street

Beaudesert

Tuesday, 17 February 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 J C Brent, Mayor
Cr N O'Carroll
Cr V A West, Deputy Mayor
Cr J J Sanders
Cr R J Stanfield
Cr D A McInnes

APOLOGIES

DECLARATIONS OF INTEREST BY MEMBERS

Reception of Deputations by Appointment / Visitors

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 Quarter 2 Operational Plan 2014/2015 Review

Executive Officer: Chief Executive Officer

Item Author: Governance Officer

File Reference: 04/12/006

Executive Summary

A report reviewing Council's progress in delivering the 2014/2015 Operational Plan for the period October to December 2014 has been prepared and is presented for Council's endorsement.

Previous Council Considerations / Resolutions

The 2014/2015 Operational Plan was adopted by Council at the Special Meeting held on 3 July 2014.

REPORT

The attached report was prepared as at 31 December 2014 to report on Council's progress towards the implementation of the 2014/2015 Operational Plan.

The 2014/2015 Operational Plan is divided into eight themes that align with Council's Community Plan with each theme split into project and program components. This division of the project and program is also designed to progress the implementation of the 5 Year Corporate Plan as required by s.175 of the *Local Government Regulation 2012*.

A project is a discrete body of work that occurs within the nominated time frame and programs represent the ongoing/recurrent operational activities of Council. Key performance indicators (KPIs) are nominated for the majority of programs and they provide a process for the measurement of Council's performance. KPIs outlined in the 2014/2015 Operational Plan are represented at the end of the Quarter 1 Operational Plan report.

A number of projects have progressed considerably well during the second quarter. Some key highlights include:

Spectacular Scenery and Healthy Environment

- Fuel Reduction Strategy

Sustainable and Prosperous Economy

- Alliance and Contract works

Open and Responsive Government

- Statutory financial reporting
- Information Access and Privacy
- Revenue Management

Relaxed Living and Rural Lifestyle

- Implement a Streamlined Plumbing Compliance Certificate and Assessment Process for Class 1 & 10 Buildings Connected to Sewer
- Implement Boonah Planning Scheme Amendment No. 5.

Vibrant Towns and Villages

- Parks and Amenities Strategy

Accessible and Services Regions

- Asset Management
- Asset Management Strategy
- Stormwater Network Analysis

Healthy, Engaged and Resourceful Communities

- Disaster Management

Organisational Sustainability

- Digitisation Policy
- Delegations Review
- Modern Award and Enterprise Bargaining
- Review business processes and systems utilising Lean principles to identify process improvements in Supply section
- Review of Help Desk System

The attached report was prepared during January 2015 to satisfy the Chief Executive Officer's reporting obligations and to provide details on Council's progress towards the implementation of the 2014/2015 Operational Plan (Attachment 1).

Strategic Implications

Community Plan

The 2014/2015 Operational Plan has been developed with themes linked directly to the Community Plan.

Corporate Plan / Operational Plan

Organisational Sustainability - Strategy 1

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

Budget Implications

Not applicable.

Legal / Statutory Implications

The Chief Executive Officer is required to provide a quarterly report on the Operational Plan to a local government meeting under section 174(3) if the *Local Government Regulation 2012*.

Risks

Failure to monitor and report on the implementation of the Operational Plan poses reputational risks to the organisation. In addition, this may increase the risk of failing to adequately deliver on initiatives and services that have been identified by the adopted plan.

Conclusion

Council has performed satisfactorily in the second quarter in working towards achieving the goal of the 2013/2014 Operational Plan.

Consultation

Executive Team
Management Team
Other key stakeholders in Council

Chief Executive Officer's Recommendation

That Council endorse the second Quarterly Report of the 2014/2015 Operational Plan.

Attachments

1. Quarter 2 Operational Plan 2014/2015 (attached separately)

2. CHIEF FINANCE OFFICER

3. REGIONAL SERVICES

4. INFRASTRUCTURE SERVICES

4.1 Review of Free Tree Policy WI02.01CP

Executive Officer: Director Infrastructure Services

Item Author: Manager Property and Operations

File Reference: 04/13/001; 04/15/004; 11/11/008

Executive Summary

Council's Free Tree Policy WI02.01CP, adopted in September 2008, has been reviewed and recommended changes are indicated in the attached document.

Previous Council Considerations / Resolutions

Executive Briefing - Planning Meeting held on 2 September 2008, the Committee recommended that Council adopt the attached "Free Tree Policy" for the Scenic Rim Region. This recommendation was adopted at the Ordinary Meeting of Council held on 9 September 2008 and reviewed in 2011.

REPORT

As part of the current review, the Council Free Tree Policy and Guidelines were distributed for review to Governance, Customer Service, Parks, Gardens and Cemeteries and Health and Environment. Based on feedback from these sections, the amendments indicated in the attached document were made to the Policy and Guidelines.

Besides some operational changes, the main change is that the Policy has been adapted into a more generic document to enable inclusion of the Million Tree Scheme when that program has been endorsed by Council. The guidelines attached to the Policy provide the operational details for the Free Tree Voucher Program and Community Grants Program.

The changes recommended are attached and provided for review.

Strategic Implications

Community Plan

Theme: Open and Responsive Government
Outcome: Government serves and supports the community
Priority: Understanding community expectations, delivering services that meet these and government leading by example.

Corporate Plan / Operational Plan

Relaxed Living and Rural Living - Strategy 2
Identify, plan and respond to the sport, recreation and leisure needs of our region by providing appropriate facilities and open space, and supporting a range of programs that will foster a healthy and active community.

Budget Implications

Not Applicable.

Legal / Statutory Implications

Not Applicable.

Risks

Corporate & Financial

- Service delivery failure in satisfying community expectations and our commitments made in the Community Plan and related organisational planning documents (CF5 - Control).

Conclusion

Council's Free Tree Policy aims to enhance the heritage, landscape and environmental values of the Scenic Rim Region through the provision of free trees to property owners and community organisations.

Consultation

Internal stakeholders - Governance and Strategy, Customer Service, Parks, Gardens and Cemeteries, and Health, Building and the Environment
Executive Team

Director's Recommendation

That Council adopt the amended Free Tree Policy WI02.01CP.

Attachments

1. Amended Free Tree Policy WI02.01CP;
2. Policy Development Checklist; and
3. Current Free Tree Policy WI02.01CP.

Attachment 1 - Amended Free Tree Policy WI02.01CP

WORKS AND INFRASTRUCTURE
FACILITIES AND FLEET
Policy Number: WI02.01CP



COUNCIL POLICY: FREE TREE POLICY

Date Adopted: 9 September 2008
Committee Reference: Ordinary Meeting; 9 September 2008; Item Number 8.1
Contact officer: Coordinator Parks Gardens and Cemeteries
Next review date: November 2017
File Reference: 04/15/004; 11/11/008
Related Policies/Local Laws/Legislation:
W102.05CP Council Policy: Tree Management on Council Controlled Land
Related Documents: Free Tree Guidelines
Free Tree Voucher

OBJECTIVES

The objective of this policy is, to the common benefit of all, enhance the heritage, landscape and environmental values of the Scenic Rim Region through the provision of free trees to property owners and community organisations.

Corporate Plan:	
Priority Area	Spectacular Scenery and Healthy Environment Council recognises the region's unique natural environment and will proactively work to preserve and enhance it in partnership with our community.
Strategy	Conserve, protect and enhance the region's unique biodiversity, scenic vistas, natural resources and ecological processes. This will include taking steps to minimise the impact of pest species, improving degraded land and waterways and protecting and enhancing environmental corridors.

POLICY STATEMENT

Contingent to funding, Council will provide free trees to residents, community groups, environmental groups, schools, clubs, charities and businesses of the Scenic Rim in accordance with the relevant program guidelines.

In regard to all free trees for property owners and community groups, native trees will be utilised wherever possible.

SCOPE

This policy is applicable to all property owners and community organisations within the Scenic Rim Regional Council.

This policy is presented in general terms to ensure its longevity and is to be supplemented by procedural documents, guidelines and agreements.

RESPONSIBILITIES

Policy Authors	Manager Property and Operations Coordinator Parks Gardens and Cemeteries
Policy Owner	Manager Property and Operations
Guidelines and procedures: a) Free Tree Voucher Scheme b) Community Grants Program	a) Coordinator Parks Gardens and Cemeteries b) Coordinator Parks Gardens and Cemeteries

Approved By:

SCENIC RIM REGIONAL COUNCIL
December 2014

ATTACHMENT A: GUIDELINES: Free Tree Voucher System

PURPOSE: To provide operational guidelines to support a consistent approach to managing the Free Tree Voucher Scheme.

The following clauses apply to the provision of free trees to ratepayers:

1. Free Tree Vouchers will be provided to property owners with the first rates notice of the financial year. Residents receiving rates notices electronically will receive an electronic version of Council's Free Tree Voucher.
2. On an annual basis Council will provide two free trees (140mm stock) per rateable block with a maximum of six trees (i.e. maximum of three rateable properties) (or at the discretion of the Manager of Property and Operations an equivalent number of tube stock).
3. Free trees are to be issued to ratepayers only upon presentation of a current Free Tree Voucher (electronic versions of Council's Free Tree Vouchers must be printed out and presented) at either Council's Birnam Street Nursery or at any one of Council's Regional Free Tree Distribution days held on the 1st Saturday of selected months.
4. Council's Birnam Street Nursery will be open for collection of free trees on any Friday (excluding public holidays and the Fridays that fall within the week of Christmas Day and New Years Day) between 9.30am and 3pm or on Beaudesert's designated Saturday Regional Free Tree Distribution Days between 8.00am and 12.00noon.
5. Locations and dates for the Regional Free Tree Distribution Days will be determined for inclusion on the Free Tree Voucher to be included with the rates notices.
6. Limited numbers of plants are available on Regional Free Tree Distribution Days and, as such, trees will be handed out on a first in, first served basis.
7. Other issues relating to Free Tree Vouchers:
 - Free Trees will not be issued without presentation of Free Tree Voucher.
 - Vouchers will expire on the last day of the financial year (therefore the Friday prior to the end of the financial year is the last day that the voucher may be redeemed).
 - Expired vouchers will not be honoured.
 - If residents have received a voucher and have lost it, no replacement vouchers will be issued. In situations where residents insist that they did not receive a Free Tree Voucher with their mailed rates notice, a Statutory Declaration must be completed by the resident after which they may be issued with a Free Tree Voucher.
 - Interim vouchers may be issued by Customer Service Staff for new property owners who missed the first issued rates notice of the financial year.
 - Replacement vouchers may be given out at the discretion of the Coordinator Customer Service.
 - A register of replaced forms is to be documented.

8. General correspondence/phone enquiries relating to Free Tree Vouchers are to be referred to the Communications and Engagement Section.
9. Council provides property owners with free trees for the purpose of planting them within the owner's private property.
10. Council has no objection to the planting of free trees within road reserve areas provided: written application is made; approval granted; and the planting conforms to Council policies, standards, procedures and guidelines. Additionally, prior to any street tree planting, all electrical/utility services must be located and plantings made to allow suitable access to such services. Council's Nursery Horticultural Foreman may be contacted regarding the determination of suitable plant species for use as Street Tree Planting in various locations throughout the Region.
11. Plants are only provided from standard stock determined by the Council Nursery.

ATTACHMENT B: GUIDELINES: Community Grants Program

PURPOSE: To provide operational guidelines to support a consistent approach to managing the Community Grants Program.

The following clauses apply to the provision of plants and horticultural consultation services to community organisations (i.e. schools, community associations and other approved entities as defined by Council) by Council's Nursery:

1. Funding is determined under the provisions of the Community Grants Program and associated guidelines/documents (Contact - Community Development Section 5540 5111).
2. If your organisation is considered eligible and wishes to use the services of the Council Nursery then the additional written application requirements specific to the provision of plants include:
 - a contact name and business hours contact telephone number
 - an estimate of the cost of the following where required: nursery consultation; plants (including numbers and sizes) and materials (including quantities)*
 - a minimum of a mud map plan of the planting layout (including any associated significant features, plant locations and plant name, if known)
 - suggested dates for provision of consultation and/or plants (not to be prior to 15 working days after the date the application is approved and subject to times being arranged with Council staff)
(*for plant related enquiries or assistance with ascertaining estimates, please contact Council's Nursery on 5541 0721 for further information/advice)
3. Council will issue or, if required, order plants only after funding approval has been finalised and a budget number provided.
4. Plant species specific requests are subject to the constraints associated with availability and quantities.

Attachment 2 - Policy Development Checklist





POLICY DEVELOPMENT CHECKLIST

*Please complete this form for all new policy development or amendment and distribute with the draft policy during the approval process.

Policy Name: Free Tree Policy WI02.01CP

Step 1: Seek authorisation from your Director to proceed	Actioned? Please Tick
<ul style="list-style-type: none"> Establish a need to develop, review, or amend a policy. 	✓
<ul style="list-style-type: none"> Seek endorsement to proceed from your Director. 	✓
Step 2: Notify Corporate Governance of proposed action	
<ul style="list-style-type: none"> Email the Coordinator Governance and Policy of your intentions to develop, review or amend a policy. 	✓
<ul style="list-style-type: none"> Obtain a copy of the Policy Development Guidelines, Policy Template, Policy Report and Policy Checklist. 	✓
Step 3: Undertake detailed policy research	
<ul style="list-style-type: none"> Detailed research is to be undertaken and should consider: policy options, requirements for implementation, change management, communication, related policies, legislation and anticipated costs. 	✓
<ul style="list-style-type: none"> Identify and analyse the key issues, policy options, and the advantages/disadvantages of each option. 	✓
<ul style="list-style-type: none"> Prepare recommendations for an appropriate policy response. 	✓
<ul style="list-style-type: none"> Consideration should be given to any policy instruments to be developed – delegations, guidelines, procedures, business rules etc. 	✓
Step 4: Consult with stakeholders	
<ul style="list-style-type: none"> Identify and liaise with key individuals or groups (including management, relevant Departments etc) with an interest in the policy issue. 	✓
<ul style="list-style-type: none"> Consider who the policy would impact on, what information they/you need and how you intend to consult with them. 	✓
<ul style="list-style-type: none"> Ensure any opposing views/comments are acknowledged and, if appropriate, present them as an alternative policy position. 	✓
<ul style="list-style-type: none"> It is recommended that a draft policy be circulated to all stakeholders at least twice – once as a first draft and again after inclusion of stakeholder input. 	✓
List the stakeholders consulted in the development of this policy: <ul style="list-style-type: none"> Governance staff Customer Service staff Health & Environment staff Parks, Gardens & Cemeteries staff 	
Step 5: Prepare policy documents	
<ul style="list-style-type: none"> Prepare policy in the policy template format. 	✓
<ul style="list-style-type: none"> Prepare a background report using the policy report template describing: <ul style="list-style-type: none"> Reasons why the policy/amendment is needed; Analysis of the policy options and key issues for consideration in relation to each option; What consultation has occurred; Implications for adopting the policy, such as any impact on resources, the roles and responsibilities of various sections of the organisation and the impact on the community; Proposed strategies for communicating and implementing the policy once it has been approved. 	✓
(NB: the extent of information required will vary with each proposal)	
Step 6: Seek management endorsement	
<ul style="list-style-type: none"> Forward the draft policy, checklist and report to your manager (and Director if required) for review and feedback. 	✓
*I confirm that I have reviewed the attached policy and consider it is appropriate to continue with the policy approval process.	
Manager Name: <u>HUGH BUNNE</u>	Manager Signature:
Date: <u>26/1/14</u>	

Step 7: Provide copies to Corporate Governance		
<ul style="list-style-type: none"> Provide copies of the draft policy, checklist and covering report to Coordinator Governance and Policy (CGP) for comment/feedback. 		✓
<i>*I confirm that I have reviewed the attached policy and consider it is appropriate to continue with the policy approval process.</i>		
CGP Name: <i>Dana Pinnover</i>	CGP Signature: 	Date: <i>28 / 1 / 14</i>
Step 8: Submit to Executive Team Meeting for endorsement		
<ul style="list-style-type: none"> Provide copies of the draft policy, checklist and covering report to Executive Assistant to the CEO for inclusion on ET Agenda. 		
<i>*I confirm that I have adhered to the above process and all steps have been completed to the best of my ability.</i>		
Author's Name: <i>N.J. Dineen</i>	Author's Signature: 	Date: <i>28 / 1 / 14</i>
Step 9: Policy approval		
Step 9a: Council Policies		
<ul style="list-style-type: none"> Prepare a Minute Manager meeting item for the next Corporate and Community Services Standing Committee meeting. 		
<ul style="list-style-type: none"> Provide copies of the meeting item and draft policy to the meeting secretary for inclusion on the Committee Agenda. 		
Step 9b: Administrative Policies		
<ul style="list-style-type: none"> Provide a final copy of the draft policy to the CEO for signing, ensuring all information is complete. 		
Step 10: Update Policy Register		
<ul style="list-style-type: none"> Provide the final approved version (hardcopy and electronic version) of the policy and the completed checklist to Corporate Governance for inclusion on the Policy Register. 		

FOR CORPORATE GOVERNANCE USE ONLY

**The approved policy has been included on SRRC's Policy Register, registered in Dataworks (including this Checklist) and posted to Web/Insite (delete whichever is not applicable), and the Schedule of Policies has been updated.*

Actioning
 Governance Officer: _____
 Signature: _____
 Date: _____ / _____ / _____

Attachment 3 - Current Free Tree Policy WI02.01CP

WORKS AND INFRASTRUCTURE
 FACILITIES AND FLEET
 Policy Number: WI02.01CP



COUNCIL POLICY: FREE TREE POLICY

Date Adopted: 9 September 2008
 Committee Reference: Ordinary Meeting; 9 September 2008; Item Number 8.1
 Date Amended: 30 August 2011
 Committee Reference: Corporate & Community Services 23/8/11; Item 4.3
 Contact officer: Coordinator Parks Gardens and Cemeteries
 Next review date: 9 September 2014
 File Reference: 040-030-000001; 010-140-000002
 Related Policies/Local Laws/Legislation:
 W102.05CP Council Policy: Tree Management on Council Controlled Land
 Related Documents: Free Tree Guidelines
 Free Tree Voucher

OBJECTIVES

The objective of this policy is:

- o To the common benefit of all enhance the heritage, landscape and environmental values of the Scenic Rim Region through the provision of free trees to property owners and community organisations.

Corporate Plan:	
Key Result Area/s	Environmental Management
Goal/s	1 Mitigate and offset the effects of climate change on the region by developing and implementing a range of Council and regional initiatives 3 Manage and enhance the region's significant biodiversity values, natural resources and ecological processes and minimise the impact of pest animals and plants

POLICY STATEMENT

The following clauses apply to the provision of trees to property owners:

- (a) On an annual basis Council will provide two free trees per rateable property with a maximum of six trees per landholder (i.e. maximum three rateable properties).
- (b) Council provides property owners with free trees for the purpose of planting trees within the owner's private property.
- (c) Council has no objection to the planting of free trees within road reserve areas provided written application is made, approval granted and the planting conforms to Council policies, standards, procedures and guidelines. Additionally, prior to any street tree planting, all electrical/utility services must be located and plantings made to allow suitable access to such services.

Community organisations wishing to obtain free trees for plantings on public land should make application for funding under the Community Grants Program.

In regard to both free trees for property owners and community groups, native trees will be utilised wherever possible.

SCOPE

This policy is applicable to all property owners and community organisations within the Scenic Rim Regional Council area and excludes the provision of trees made to community organisations by way of National Tree Day, World Environment Day and other grant programs.

This policy is presented in general terms to ensure its longevity and is to be supplemented by procedural documents, guidelines and agreements.

RESPONSIBILITIES

Policy Authors	Manager Property and Operations; and Coordinator Parks Gardens and Cemeteries
Policy Owner	Manager Property and Operations
Guidelines and procedures	Coordinator Parks Gardens and Cemeteries

Approved By:

**SCENIC RIM REGIONAL COUNCIL
9 September 2008**

ATTACHMENT A: FREE TREE POLICY GUIDELINES

PURPOSE: To provide operational guidelines to support a consistent approach to managing the Free Tree Policy.

Free Tree Vouchers

The following clauses apply to the provision of free trees to ratepayers:

1. Free Tree Vouchers will be provided to property owners with the first rates notice of the financial year.
2. On an annual basis Council will provide two free trees per rateable block with a maximum of six trees (i.e. maximum of three rateable properties).
3. Free trees are to be issued to ratepayers only upon presentation of a current Free Tree Voucher at either Council's Birnam Street Nursery or at any one of Council's Regional Free Tree Distribution days held on the 1st Saturday of selected months.
4. Council's Birnam Street Nursery will be open for collection of free trees on any Friday (excluding public holidays and the Fridays that fall within the week of Christmas Day and New Years Day) between 9.30am and 3pm or on Beaudesert's designated Saturday Regional Free Tree Distribution Days between 8.00am and 12.00noon.
5. Locations and dates for the Regional Free Tree Distribution Days will be determined for inclusion on the Free Tree Voucher to be included in the rates notices.
6. Limited numbers of plants are available on Regional Free Tree Distribution Days and, as such, trees will be handed out on a first in, first served basis.
7. Other issues relating to Free Tree Vouchers:
 - Free Trees will not be issued without presentation of Free Tree Voucher.
 - Vouchers will expire on the last day of the financial year (therefore the Friday prior to the end of the financial year is the last day that the voucher may be redeemed).
 - Expired vouchers will not be honoured.
 - If residents have received a voucher and have lost it, no replacement vouchers will be issued.
 - Interim vouchers may be issued by Customer Service Staff for new property owners who missed the first issued rates notice of the financial year.
 - Replacement vouchers may be given out at the discretion of the Coordinator Customer Service.
 - A register of replaced forms is to be documented.
 - General correspondence/phone enquiries relating to Free Tree Vouchers are to be referred to the Communications and Engagement Section.

8. Council provides property owners with free trees for the purpose of planting them within the owner's private property.
9. Council has no objection to the planting of free trees within road reserve areas provided: written application is made; approval granted; and the planting conforms to Council policies, standards, procedures and guidelines. Additionally, prior to any street tree planting, all electrical/utility services must be located and plantings made to allow suitable access to such services. Council's Nursery Horticultural Foreman may be contacted regarding the determination of suitable plant species for use as Street Tree Planting in various locations throughout the Region.
10. Plants are only provided from standard stock determined by the Council Nursery.

Community Organisation Requests

The following clauses apply to the provision of plants and horticultural consultation services to community organisations (i.e. schools, community associations and other approved entities as defined by Council) by Council's Nursery:

1. Funding is determined under the provisions of the Community Grants Program and associated guidelines/documents (Contact - Community Development Section 5540 5014).
2. If your organisation is considered eligible and wishes to use the services of the Council Nursery then the additional written application requirements specific to the provision of plants include:
 - a contact name and business hours contact telephone number
 - an estimate of the cost of the following where required: nursery consultation; plants (including numbers and sizes) and materials (including quantities)*
 - a minimum of a mud map plan of the planting layout (including any associated significant features, plant locations and plant name, if known)
 - suggested dates for provision of consultation and/or plants (not to be prior to 15 working days after the date the application is approved and subject to times being arranged with Council staff)
(* for plant related enquiries or assistance with ascertaining estimates, please contact Council's Nursery on 5541 0721 for further information/advice)
3. Council will issue or, if required, order plants only after funding approval has been finalised and a budget number provided.
4. Plant species specific requests are subject to the constraints associated with availability and quantities.

Approved By:

**SCENIC RIM REGIONAL COUNCIL
9 September 2008**

4.2 Scenic Rim Local Disaster Management Group

Executive Officer: Director Infrastructure Services

Item Author: Director Infrastructure Services

File Reference: 04/03/006

Executive Summary

A review of the Scenic Rim Local Disaster Management Group structure has been undertaken. The revised structure will enable improved efficiency in decision making, while providing a strategic direction in the provision of disaster management to the Scenic Rim region.

Previous Council Considerations / Resolutions

Corporate and Community Services Committee Meeting held 13 September 2011, Item 2.1 - It was recommended that Council:

1. In accordance with the *Disaster Management Act 2003*, Council nominate the following organisations to be represented on the Local Disaster Management Group:
 - The Red Cross
 - Queensland Police Service
 - Queensland Ambulance Service
 - Queensland Fire and Rescue Service
 - Emergency Management Queensland
 - Department of Transport and Main Roads
 - Queensland Health
 - Department of Communities
 - Department of Defence
 - SEQWater;
2. Council delegate authority to the Chief Executive Officer to appoint persons to the Local Disaster Management Group as per section 33 of the *Disaster Management Act 2003* with one appropriately qualified person and one proxy from each of the organisations listed above; and
3. Council appoint the persons in the following positions to the Local Disaster Management Group:
 - Mayor of Scenic Rim Regional Council;
 - Deputy Mayor of Scenic Rim Regional Council; and
 - Local Disaster Coordinator as a member of the Local Disaster Management Group.

The recommendation was adopted at the Ordinary Meeting of 20 September 2011.

Ordinary Meeting held on 22 May 2012, Item 6.15 - It was recommended that, in accordance with the *Disaster Management Act 2003*, Council nominate a Chairperson and Deputy Chairperson for the Local Disaster Management Group. It was adopted that that Cr Brent be nominated as Chairperson and Cr Waistell be nominated as Deputy Chairperson of the Local Disaster Management Group.

REPORT

Under the *Disaster Management Act 2003*, Council is responsible for the operation of the Local Disaster Management Group of its local government area, including the appointment of persons to the Local Disaster Management Group. A review of the structure of the Local Disaster Management Group was recently undertaken by Council. The initial membership included representatives from Council and 10 external agencies. The membership has been restructured as a core group, providing a strategic leadership, consisting of:

- Scenic Rim Regional Council - Mayor
- Scenic Rim Regional Council - Councillor
- Scenic Rim Regional Council - Local Disaster Coordinator
- Representative of Department of Communities, Child Safety and Disability Services
- Representative of Queensland Fire & Emergency Services - Fire and Rescue
- Representative of Queensland Fire & Emergency Services - State Emergency Service
- Representative of Queensland Police Service
- Representative of Red Cross.

The other external agencies previously included in the Local Disaster Management Group, with the addition of Council's Works Department, will now provide assistance as an Advisory Group to the Local Disaster Management Group. These include representatives from:

- Department of Defence
- Department of Transport and Main Roads
- Queensland Ambulance Services
- Queensland Fire & Emergency Services - Emergency Management
- Queensland Health
- Scenic Rim Regional Council's Works Department
- Seqwater
- Queensland Urban Utilities
- Telstra
- Queensland Police Service - Ipswich Branch.

The introduction of this new structure will enhance the efficiency of the Local Disaster Management Group, thus improving disaster management in the region, benefiting the communities of the Scenic Rim region.

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

Disaster Management Act 2003

Risks

Corporate and Financial

Service delivery failure in satisfying community expectations and our commitments made in the Community Plan and related organisational planning documents (CF5 - Control)

Conclusion

The proposed new structure of the Local Disaster Management Group will improve the efficiency of decision making and the strategic direction of the group, and is presented to Council for adoption.

Consultation

Council's Disaster Management Steering Committee
Local Disaster Management Group
Queensland Fire and Emergency Services - Emergency Management

Director's Recommendation

That:

1. In accordance with the *Disaster Management Act 2003*, Council nominate the following organisations to be represented on the Scenic Rim Local Disaster Management Group:
 - Department of Communities, Child Safety and Disability Services
 - Queensland Fire & Emergency Services - Fire and Rescue
 - Queensland Fire & Emergency Services - State Emergency Service
 - Queensland Police Service
 - Red Cross; and
2. Council adopt the formation of an Advisory Group to the Scenic Rim Local Disaster Management Group, nominating the following organisations to be represented:
 - Department of Defence
 - Department of Transport and Main Roads
 - Queensland Ambulance Services
 - Queensland Fire & Emergency Services - Emergency Management
 - Queensland Health
 - Scenic Rim Regional Council - Works Department
 - Seqwater
 - Queensland Urban Utilities
 - Telstra
 - Queensland Police Service - Ipswich Branch

Attachments

Nil.

4.3 Scenic Rim Regional Local Disaster Management Plan

Executive Officer: Director Infrastructure Services

Item Author: Director Infrastructure Services

File Reference: 09/07/001

Executive Summary

In accordance with the *Disaster Management Act 2003*, Council is required to review the effectiveness of its Disaster Management Plan at least once a year. Subsequently, a review of the Scenic Rim Regional Disaster Management Plan has been undertaken, with the revised Plan presented to Council for endorsement.

Previous Council Considerations / Resolutions

Corporate and Community Services Committee Meeting held on 21 August 2012, Item 2.2 - It was recommended that Council approve the updated Disaster Management Plan. The recommendation was adopted at the Ordinary Meeting of 29 August 2012.

REPORT

The annual review of the Scenic Rim Regional Disaster Management Plan has been undertaken, consisting of the State Government's external self-assessment in September 2014, as well as a review carried out by the Scenic Rim Local Disaster Management Group in August 2014.

The external self-assessment identified a necessity for Council to develop sub plans for evacuation and recovery. In consultation with the Scenic Rim Local Disaster Management Group, these sub plans have now been developed and are incorporated into the revised Local Disaster Management Plan, as annexures. It should be noted that Council was assessed as being 100% compliant in all other areas of the self-assessment. The report of the self-assessment results is attached to this report, for Council's information (Attachment 2).

In addition to the Evacuation Sub Plan and Recovery Sub Plan, several minor amendments to the Local Disaster Management Plan has been included, emulating feedback from members of the Local Disaster Management Group. The Management Plan also reflects the revised Scenic Rim Local Disaster Management Group membership, including reference to the Advisory Group.

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

Disaster Management Act 2003

Risks

Corporate and Financial

- 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)

Conclusion

The Scenic Rim Regional Local Disaster Management Plan has been reviewed and updated; with the Plan, including Sub Plans, to be presented to Council for adoption.

Consultation

Disaster Management Steering Committee (comprising of internal stakeholders)
Scenic Rim Local Disaster Management Group

Director's Recommendation

That Council adopt the Scenic Rim Local Disaster Management Plan, revision 5, including associated Evacuation Sub Plan and Recovery Sub Plan.

Attachments

1. Scenic Rim Regional Disaster Management Plan, revision 5 (attached separately);
2. Management Plan Self-Assessment 2014

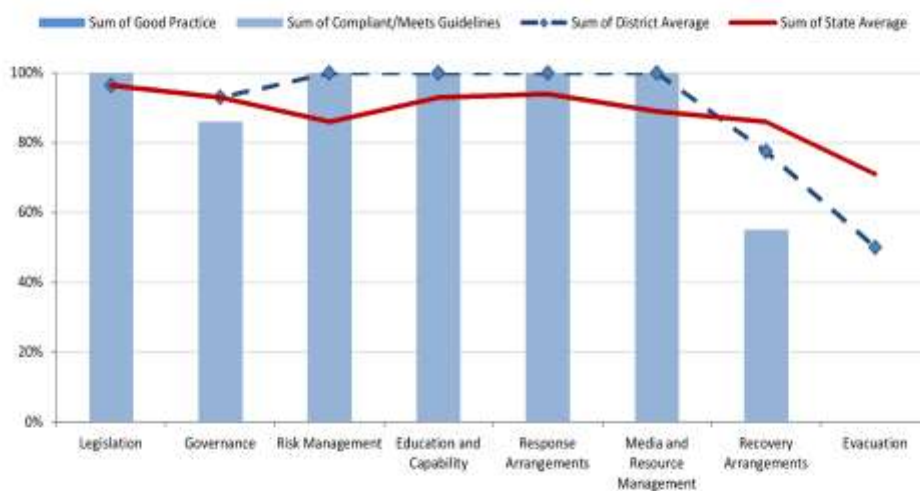
Attachment 2 - Management Plan Self-Assessment 2014

Inspector-General Emergency Management

Scenic Rim Local Disaster Management Plan Self-Assessment 2014

Thank you for providing your scores from the 2014 disaster management plan assessment process. Results received by the Office of the Inspector-General Emergency Management show, provisionally, an overall improvement from 2013, with higher levels of good practice and less red tape. However, our early analysis shows there is still more work needed to build State-wide capability, particularly in the areas of evacuation, recovery and risk; and to support some de-amalgamated and low capacity councils to develop effective plans. As part of this year's process, this Office is also evaluating some plans in more depth, to clarify and understand responses, ensure accuracy of results, and identify and share good practice examples.

The graph below shows your self-reported level of good practice in mid-blue, added to your level of compliance/meets guidelines in light blue. The specific percentages are shown in the table below. The results show your plan achieved a high or medium level against most assessment categories, with the exception of recovery arrangements and evacuation. With these exceptions, it performed reasonably well against your district and the State average, shown on the graph in red and dark blue respectively.



Assessment Category	Compliant/Meets Guidelines	Good Practice	Overall Assessment	District Average	State Average
Legislation	100%	+ 0%	= 100%	97%	96%
Governance	86%	+ 0%	= 86%	93%	93%
Risk Management	100%	+ 0%	= 100%	100%	86%
Education and Capability	100%	+ 0%	= 100%	100%	93%
Response Arrangements	100%	+ 0%	= 100%	100%	94%
Media and Resource Management	100%	+ 0%	= 100%	100%	89%
Recovery Arrangements	55%	+ 0%	= 55%	78%	86%
Evacuation	0%	+ 0%	= 0%	50%	71%

To build on the results of this year's self-assessment, this Office will look at ways to align future plan assessments with the recently-released Emergency Management Assurance Framework. These options will take account of current responsibilities for reviewing, assessing and measuring the effectiveness of plans.

To provide your input to the future of plan assessments or to request further information about your plan assessment, please contact the Office of the Inspector-General Emergency Management via email info@igem.qld.gov.au

Great state. Great opportunity.



4.4 Proposed Permanent Road Closure, Rathdowney - Application 2014/008968

Executive Officer: Director Infrastructure Services

Item Author: Director Infrastructure Services

File Reference: RMRR15/000001; L4 RP177883; 28/05/001;

Executive Summary

The Department of Natural Resources and Mines has requested Council's views on an application for the permanent road closure adjoining Lot 4 on RP177883.

Previous Council Considerations / Resolutions

Not Applicable.

REPORT

The Department of Natural Resources and Mines has requested Council's views on an application for the proposed permanent road closure adjoining Lot 4 on RP177883, approximately 8030m² in size, Locality of Rathdowney, Parish of Palen.

The applicant advises that the proposed use of the subject area, if the road closure is approved, would be amalgamated with Lot 4 on RP177883.

Council has no infrastructure within this road reserve, and there are no impacts on any other lots or the road reserve. However it is note-worthy that the proposed area of road to be closed forms part of the Boonah - Rathdowney Road, which is a state controlled road.

It is proposed that Council should offer no objection to the permanent road closure.

Strategic Implications

Community Plan

Theme: Accessible and Serviced Region
Outcome: A well-maintained road network that meets community needs
Priority: Maintaining and upgrading the existing State and local road network

Corporate Plan / Operational Plan

Accessible and Serviced Region - Strategy 2
Promote a sustainable infrastructure network which provides adequate accessibility across the region.

Budget Implications

Not Applicable.

Legal / Statutory Implications

Not Applicable.

Risks

Corporate and Financial

Service delivery failure in satisfying community expectations and our commitments made the Community Plan and related organisation planning documents (CF5 - Control)

Conclusion

There is sufficient ground for Council to offer no objection to the application for proposed permanent road closure adjoining Lot 4 on RP177883.

Consultation

Manager Works

Design Engineer

Manager Property and Operations

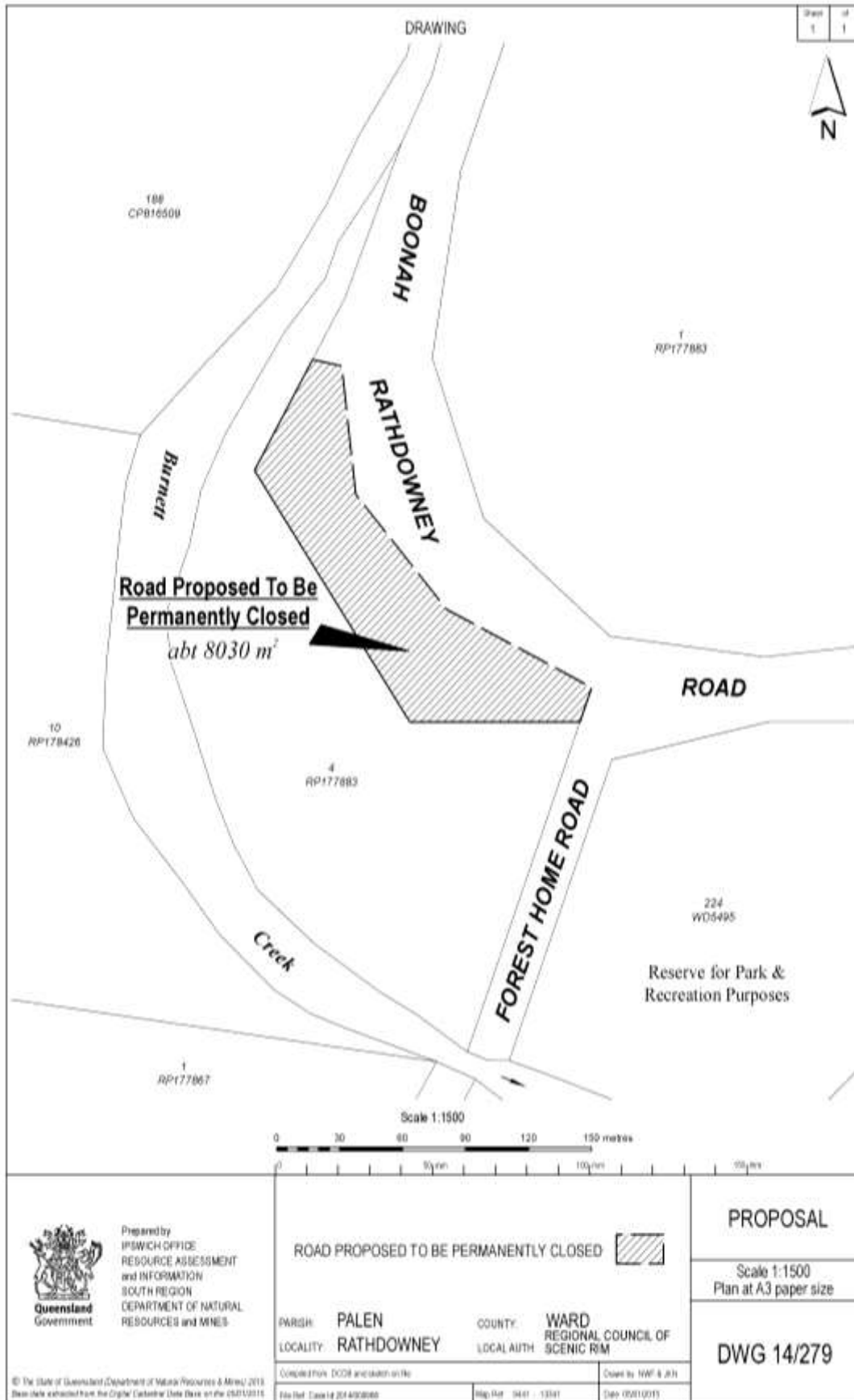
Director's Recommendation

That Council advise the Department of Natural Resources that Council has no objection to the application for a proposed permanent road closure adjoining Lot 4 on RP177883, Locality of Rathdowney, Parish of Palen.

Attachments

1. Proposal Map, DWG14/279
2. Locality Map.

Attachment 1 - Proposal Map, DWG14/279



Attachment 2 - Locality Map

