

# Schedule A to

## The Memorandum of Agreement

between

**the Department of Community Safety and Sunshine Coast Regional Council**

# Local Arrangements



Local Government Symbol

**LOCAL ARRANGEMENTS**

**Between Emergency Management Queensland, [REGION] Region and the Sunshine Coast Regional Council**

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**LOCAL ARRANGEMENTS**

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**1 INTRODUCTION**

The Local Arrangements between Emergency Management Queensland (EMQ), [REGION] and [LOCAL GOVERNMENT] Council hereinafter referred to as “the parties”, builds on the Memorandum of Agreement between the parties.

Local Arrangements throughout Queensland are influenced by the differing functions accorded individual local governments and based on their respective local hazards and also their unique funding base/arrangements.

This document is intended to clarify the arrangements for [LOCAL GOVERNMENT] Council across administrative support, expenses during operations/training and communications.

**2 FACILITIES AND CONTENTS**

| Group | Headquarters/<br>Depot | Location |
|-------|------------------------|----------|
|       |                        |          |
|       |                        |          |
|       |                        |          |
|       |                        |          |
|       |                        |          |

**Unscheduled maintenance and repairs under \$500.00**

The [LOCAL GOVERNMENT] Council will cover the cost of unscheduled maintenance and repairs which are less than \$500.00 per issue. This includes items such as light globes, repairs to refrigerators and other items that form part of the headquarters and depots that are not the responsibility of EMQ to repair or replace.

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The [LOCAL GOVERNMENT] Council will annually allocate a specific amount of funding for the maintenance of State Emergency Service (SES) facilities depending on type, usage, age and condition of each facility.

#### **Unscheduled maintenance and repairs above \$500.00**

If maintenance or repairs costing above \$500.00 are required on the facility, EMQ together with the [LOCAL GOVERNMENT] Council will ascertain if the work is to be added to a long term work programme.

If it is deemed the completion of the work is essential for operational or safety reasons, the [LOCAL GOVERNMENT] Council together with EMQ will liaise to determine the most appropriate method of financing the works.

#### **Maintenance of Grounds**

The [LOCAL GOVERNMENT] Council is responsible for the maintenance of the grounds surrounding all SES facilities. This includes all mowing, tree pruning and whipper snipping to ensure the grounds are kept in a neat and tidy condition.

#### **Security**

The [LOCAL GOVERNMENT] Council is responsible for the fitting, maintenance and on going costs of an electronic security system if they deem that it is necessary to have one installed. If an electronic system is fitted, EMQ is to be supplied with the security code.

#### **Insurance**

The [LOCAL GOVERNMENT] Council is responsible for insuring the facility if they so choose to.

It is the [LOCAL GOVERNMENT] Council's decision to insure the fixtures, fittings and office equipment in the facility.

#### **Housekeeping**

The Local Controller is responsible for keeping the interior of the facility in a neat and tidy condition at all times. This includes all training areas, administration areas, vehicle garages and store rooms. The sweeping of all areas, the removal of cobwebs, the cleanup of any spills, the washing of walls and the cleaning of any air conditioners are the responsibility of the Local Controller.

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The Local Controller is responsible for keeping the exterior of the facility clean.

#### **Electricity**

The [LOCAL GOVERNMENT] Council is responsible for the payment of electricity accounts attached to the facility.

#### **Telephone**

The [LOCAL GOVERNMENT] Council is responsible for the payment of all telephone accounts attached to the facility and or the SES group.

#### **Council Rates and associated charges**

The [LOCAL GOVERNMENT] Council is responsible for the payment of rates and charges attached to the facility.

#### **Information Technology**

The [LOCAL GOVERNMENT] Council will provide one desktop computer per SES group. The repairs and replacement of these Council-provided computers are the responsibility of the [LOCAL GOVERNMENT] Council.

Microsoft Word and PowerPoint, as a minimum, are to be installed on each SES group computer.

#### **Photocopier/ Fax/ Printer**

The purchasing of this equipment is the responsibility of the [LOCAL GOVERNMENT] Council.

Replacement of this equipment is the responsibility of the [LOCAL GOVERNMENT] Council. EMQ will liaise with the [LOCAL GOVERNMENT] Council as the appropriate purchasing arrangements.

If the requirement to replace this equipment occurs before the scheduled date, the [LOCAL GOVERNMENT] Council together with EMQ will liaise to decide the most appropriate method of financing the replacement equipment.

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**Consumables**

All consumables (paper, cartridges, pens, waste paper bins etc) are to be sourced by the SES Unit through local purchasing.

**3 VEHICLES**

**VEHICLES**

| Group | Type | Make | Reg. No. | Ownership | Insurance | Registration | Operating Costs<br>(incl. fuel, oil,<br>tyres etc) | Maintenance &<br>Repairs | Replacement |
|-------|------|------|----------|-----------|-----------|--------------|--|--------------------------|-------------|
|       |      |      |          |           |           |              |  |                          |             |
|       |      |      |          |           |           |              |  |                          |             |
|       |      |      |          |           |           |              |  |                          |             |
|       |      |      |          |           |           |              |  |                          |             |

The [LOCAL GOVERNMENT] Council is able to apply to EMQ through the SES Subsidy Program for a grant to assist with the purchase of a suitable vehicle for sole use by the SES groups.

SES vehicles fitted with “QG” number plates are registered and insured by EMQ.

Transport vehicles will be operated in accordance with the SES Operations Doctrine and relevant legislation and in accordance with Council policy.

Operating costs including fuel, oil, tyres etc are the responsibility of the [LOCAL GOVERNMENT] Council.

Maintenance of the vehicle is the responsibility of the [LOCAL GOVERNMENT] Council.

When this equipment requires maintenance, the Local Controller is to contact the local government who will arrange for it to be completed. Council will then arrange for the payment of any accounts if the work is not carried out by council.

The SES Local Controller is responsible for:

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***Between Emergency Management Queensland, [REGION] Region and the Sunshine Coast Regional Council***

- ensuring the vehicles are kept in an appropriately clean and serviceable condition at all times; and
- ensuring a Log Book is accurately maintained at all times.

**4 FLOOD BOATS/TRAILERS**

**FLOOD BOATS**

| Group | Type | Make | Reg. No. | Ownership | Insurance responsibility | Registration responsibility | Operating Costs (inc. fuel, oil etc) | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|----------|-----------|--------------------------|-----------------------------|--------------------------------------|--------------------------------------|----------------------------|
|       |      |      |          |           |                          |                             |                                      |                                      |                            |
|       |      |      |          |           |                          |                             |                                      |                                      |                            |

**FLOOD BOAT TRAILERS**

| Group | Type | Make | Reg. No. | Ownership | Insurance responsibility | Registration responsibility | Operating Costs (tyres etc) responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|----------|-----------|--------------------------|-----------------------------|--|--------------------------------------|----------------------------|
|       |      |      |          |           |                          |                             |  |                                      |                            |

SES Flood boats, complete with all safety equipment and trailers, are supplied by EMQ to SES groups with an identified operational requirement.

Flood Boats and trailers will be operated in accordance with the SES Operations Doctrine and relevant legislation.

Operating costs including fuel, oil and boat trailer tyres etc are the responsibility of the [LOCAL GOVERNMENT] Council.

The registration of SES Flood boats and trailers is the responsibility of EMQ.

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[LOCAL GOVERNMENT] Council is responsible for insuring the vessel and trailer.

Basic maintenance of the vessel, motor and trailer is to be carried out by the SES group and is the responsibility of the Local Controller.

The servicing of the motor is only to be carried out by a qualified approved agent to the manufacturer's specifications. When this equipment requires servicing, the Local Controller is to notify [LOCAL GOVERNMENT] Council that the Equipment is to be taken to the Agent. The Council will then arrange for the payment of any accounts.

When a trailer requires works to be carried out that is outside the scope of the group, the Local Controller is to contact the [LOCAL GOVERNMENT] Council and arrange for the work to take place.

The SES Local Controller is responsible for ensuring the vessel, trailer/s and all associated equipment is kept in an appropriately clean and serviceable condition at all times.

The SES Local Controller is responsible for ensuring that the Flood Boat Safety Management System for the vessel is accurately maintained.

SES Flood boats, motors and boat trailers are replaced by EMQ as per operational requirements.

Safety equipment is replaced as per the EMQ requisition procedure.

**5 TRAILERS**

**OTHER TRAILERS**

| Group | Type | Make | Reg. No. | Ownership | Insurance responsibility | Registration responsibility | Operating Costs (tyres etc) responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|----------|-----------|--------------------------|-----------------------------|--|--------------------------------------|----------------------------|
|       |      |      |          |           |                          |                             |  |                                      |                            |



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SES Rescue trailers are items of Major Equipment that are supplied by EMQ to SES groups.

Emergency Management Queensland (EMQ) will determine with [LOCAL GOVERNMENT] Council the most efficient method of registration for SES trailers.

Groups may acquire trailers for other purposes.

[LOCAL GOVERNMENT] Council is responsible for providing insurance for all SES trailers.

**6 OPERATIONAL EQUIPMENT**

**GENERAL RESCUE**

| Group | Type | Make | Ownership | Insurance responsibility | Operating Costs responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|-----------|--------------------------|--------------------------------|--------------------------------------|----------------------------|
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |

**STORM**

| Group | Type | Make | Ownership | Insurance responsibility | Operating Costs responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|-----------|--------------------------|--------------------------------|--------------------------------------|----------------------------|
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |

**VERTICAL RESCUE**

| Group | Type | Make | Ownership | Insurance responsibility | Operating Costs responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|-----------|--------------------------|--------------------------------|--------------------------------------|----------------------------|
|       |      |      |           |                          |                                |                                      |                            |

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|  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**ROAD CRASH RESCUE**

| Group | Type | Make | Ownership | Insurance responsibility | Operating Costs responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|-----------|--------------------------|--------------------------------|--------------------------------------|----------------------------|
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |

This equipment is listed in the EMQ Equipment Catalogue and is supplied to an SES group through the normal EMQ requisition process to groups identified with the specific role. Specialist Operational Equipment includes equipment for General Rescue, (including generators), Storm (chain saws), Vertical Rescue, and Road Crash Rescue.

Small Plant is equipment such as Generators and Chainsaws. These items are to be serviced and repaired only by a qualified approved agent to the manufacturer’s specifications.

It is the responsibility of the Local Controller to ensure all equipment is operationally ready, and manage the maintenance, security and stock condition of this equipment as per the manufacturer’s recommendations, the specific EMQ DUCOT, and any relevant SES Operations Doctrine.

When this equipment requires professional servicing, the Local Controller is to contact local government for approval to arrange for it to be taken to an approved Service Agent. The [LOCAL GOVERNMENT] Council will then arrange for the payment of any accounts.

EMQ is responsible for coordinating the scheduled maintenance of road crash rescue equipment through the Queensland Fire and Rescue Service.

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**7 RADIO COMMUNICATIONS EQUIPMENT**

All SES radio communications equipment is to be installed, serviced, repaired and licensed by EMQ. This equipment includes but is not limited to the following; hand held radios, base stations, man pack radios, vehicle radios (including boats), and repeater stations.

It is the responsibility of EMQ to manage and finance the maintenance and replacement of this equipment.

There is no requirement for the [LOCAL GOVERNMENT] Council to supply and maintain any of this equipment.

**RADIO COMMUNICATIONS**

| Group | Type | Make | Ownership | Insurance responsibility | Operating Costs responsibility | Maintenance & Repairs responsibility | Replacement responsibility |
|-------|------|------|-----------|--------------------------|--------------------------------|--------------------------------------|----------------------------|
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |
|       |      |      |           |                          |                                |                                      |                            |

**8 PURCHASING/DONATION OF EQUIPMENT FOR USE BY SES GROUP/S**

Any equipment purchased for, or donated to, an SES group must meet the requirements of relevant SES Operations Doctrine. This includes any equipment purchased by the [LOCAL GOVERNMENT] Council, or an SES support or social group for an SES group.

This equipment becomes the property of the [LOCAL GOVERNMENT] Council when received and is to be included on the local government equipment maintenance program.

**9 OPERATIONAL REQUIREMENTS**

For declared “NDRRA” or “SDRA” events:

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- The [LOCAL GOVERNMENT] Council will include all eligible costs of maintenance and repair of all SES equipment used during an SES response, and the replacement of SES equipment not provided by EMQ in their NDRRA/SDRA claim.
- EMQ, through area offices, will include all eligible costs incurred relating to the replacement of SES equipment used during an SES response and provided by EMQ.
- The Local Controller will arrange any repairs or maintenance of equipment resulting from an eligible event.

For all other events:

- Agencies such as the Queensland Police Service, Australian Maritime Search and Rescue etc that have activated the assistance of the SES, will be responsible for costs, such as food and accommodation, specific to that event,.
- Costs such as fuel, maintenance and repairs will be met by the [LOCAL GOVERNMENT] Council. This will also apply if the SES responds to another local government area.

## **10 PROVISION OF TRAINING**

EMQ is responsible for the approval and processing of all training to SES groups to allow them to competently fulfil the group operational requirements.

It is up to the discretion of the Local Controller to decide if the group vehicle is to be utilised by SES members to attend approved training outside of the group's operational area of responsibility.

SES members who have applied for and been given permission by the relevant area director to use their private vehicles to deliver or attend training at a distance from their usual area are entitled to the reimbursement of fuel costs only. Receipts will be required. Please note cost per kilometre will not be reimbursed. Fuel docketts are to be handed to the Local Controller.

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The Local Controller is to send the fuel docket and an expenditure claim form to the EMQ Regional Office for reimbursement of monies to the SES member.

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**11 RELEVANT DOCUMENTS**

Disaster Management Act 2003

SES Operations Doctrine

EMQ WH&S policies

SES Equipment Catalogue

SES DUCOTs

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**EXECUTED BY THE PARTIES ON THE DATES SET OUT BELOW:**

|                                       |   |                   |
|---------------------------------------|---|-------------------|
| Signed for and on behalf of Emergency | ) |                   |
| Management Queensland, [REGION]       | ) |                   |
| Region by [RD NAME], Regional         | ) |                   |
| Director, Emergency Management        | ) | .....             |
| Queensland in the presence of:        | ) | (signature)       |
|                                       | ) |                   |
|                                       | ) | ...../...../..... |
|                                       | ) | (date)            |

.....  
(Signature of witness)

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**SIGNED** for and on behalf of the )  
**LOCAL GOVERNMENT** as )  
represented by the [LOCAL )  
GOVERNMENT] Council by )

)  
..... (name) )

)  
..... (position) )

.....  
(signature)

...../...../.....  
(date)

in the presence of:

.....  
(Signature of witness)