

LOCAL ARRANGEMENTS

Between the State Emergency Service, North Coast Region and the Sunshine Coast Council

Schedule A to

The Memorandum of Agreement

Between

The State Emergency Service North Coast Region

and

the Sunshine Coast Council

Local Arrangements

LOCAL ARRANGEMENTS
Between the State Emergency Service, North Coast Region and the Sunshine Coast Council

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LOCAL ARRANGEMENTS

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1. INTRODUCTION

The local arrangements between the State Emergency Service (SES), North Coast Region and Sunshine Coast Council herein after referred to as “the parties”, builds on the Memorandum of Agreement between the parties. Local arrangements throughout Queensland are influenced by the differing SES functions determined by individual local governments, based on their respective local hazards and also their unique funding base/arrangements.

This document is intended to clarify the operating arrangements for the SES on the Sunshine Coast. It also details the agreed responsibilities of the Sunshine Coast Council and the SES regarding the management of the SES based on the requirements of both parties under the Disaster Management Act 2003.

2. SES STRUCTURE

The Sunshine Coast SES structure comprises the following units:

Sunshine Coast SES
Caloundra SES
Coolum SES
Kawana SES
Kenilworth SES
Glass House SES
Maleny SES
Maroochydore SES
Nambour SES

3. FUNCTIONS OF SES

The Disaster Management Act 2003 requires The State Emergency Service to consult with Council on the functions performed by the SES Units and Groups within the local government's area. The State Emergency Service agrees to meet annually with the Local Disaster Coordinator to review and confirm the SES functions.

4. SES ENGAGEMENT

To enhance communication and proactively manage SES functions the Sunshine Coast Council agrees to meet or telephone conference with the Local Controllers, Deputy Local Controllers and Group Leader at least three times per year. The State Emergency Service agrees to consult with the Local Disaster Coordinator prior to deploying SES resources outside of the Sunshine Coast Council Area.

5. SES FINANCE AND RESOURCING

The Sunshine Coast Council agrees to provide a budget for the following SES Resources:

- land & buildings (own or lease) including depreciation, maintenance and improvements
- vehicles (purchase or lease) including fuel and maintenance

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- information & office technology equipment / office furniture
- telephone and internet
- stationary and consumable equipment
- honorarium to 1 SES local controller

The State Emergency Service agrees to be responsible for:

- The Governance framework,
- Management and administration of the SES, including human resource management,
- Administration of equipment and resources

The below table details the responsibilities for management, administration and resourcing:

Sunshine Coast Council	The State Emergency Service
Land & Buildings including depreciation, maintenance and improvements	Legislative Responsibility
Vehicles including fuel and maintenance	Governance framework for SES
Information & Office Technology Equipment	Human (Volunteer) Resource Management
Telephone / Internet Budget	Training of SES Volunteers to meet agreed functions
Stationery and Consumable Equipment	Operational Equipment procurement
Honorarium for Local Controller	Vehicle Registration and Insurance
	SES Subsidy program for buildings, vehicles and office equipment.
	Operational Command and Control of SES

6. FACILITIES AND CONTENTS

General Principle

The intention is to provide both parties with clear guidance on how facilities management and responsibilities are defined.

Provision of Facilities

It is agreed by both parties that any new facilities or upgrades to existing facilities on Council owned properties as provided to the SES units within the geographical boundaries of this MOA automatically transfer to the ownership of Sunshine Coast Council on occupation by the SES

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unit. These provisions are irrespective of any Community, Council, State or Commonwealth funding arrangements resulting in the purchase of these facilities.

The Sunshine Coast Council agrees to maintain SES facilities to Workplace Health and Safety standards and to meet the functional requirements of the Group.

The Sunshine Coast Council agrees to undertake annual inspections of all SES facilities.

Maintenance and Repairs

The Sunshine Coast Council is responsible for the maintenance and repairs of all SES buildings within the area of this MOA unless:

- the SES buildings are owned by SES and are not leased by the Sunshine Coast Council; or
- the buildings are specifically excluded by this MOA

Maintenance of Grounds

The Sunshine Coast Council agrees to be responsible for the maintenance of the grounds surrounding all SES facilities. This includes all mowing, tree pruning and trimming to ensure the grounds at all SES facilities are kept in a neat, tidy and safe condition.

Housekeeping

The Local Controller is responsible for keeping the interior of the SES facility in a neat and tidy condition at all times. This includes all training areas, administration areas, vehicle garages, store rooms and amenities. This includes 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, toilets and hand basins.

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

The Sunshine Coast Council agrees to supply toilet paper, hand towels, cleaning agents and equipment such as mops, buckets and brooms to allow the SES volunteers to maintain SES facilities in a clean and hygienic condition.

Security Systems

The Sunshine Coast Council agrees to be responsible for the 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, SES is to be supplied with the security code.

Locks

All locks on the SES facilities (where possible) are to be either keyed or matched to a Council master key system. If the facility is included on the Council master key system SES is to be

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provided with a master key to the facility. Access to the SES buildings by Council or SES staff is to be negotiated by prior arrangement with relevant local SES personnel.

Perimeter Fencing

The Sunshine Coast Council agrees to be responsible for ensuring the perimeter fencing on all SES facilities (where installed) is maintained in an appropriate condition.

Workplace Health and Safety

The SES agrees to ensure that three monthly Workplace Health and Safety inspections are conducted by trained SES Members as per the SES WH&S policies. The State Emergency Service will provide training to the relevant SES volunteers within the Unit in order for them to undertake this function. This training will provide a minimum of one (1) trained WH&S representative to each SES site.

The SES agrees to report any WH&S issues raised that concern the SES facility or grounds to the Sunshine Coast Council.

Testing and Tagging

The Sunshine Coast Council agrees to arrange for the testing and tagging of all electrical appliances, chains and slings as per Workplace Health and Safety legislation. The Local Controller is to ensure that a register of all electrical appliances, chains and slings is maintained for this purpose. Any costs associated with the testing and tagging are the responsibility of the Sunshine Coast Council.

Fire Extinguishers

The Sunshine Coast Council agrees to arrange for the testing of fire safety equipment in SES facilities in accordance with State requirements. The Local Controller is to ensure that a register of all fire extinguishers is maintained for this purpose. Any costs associated with the testing and tagging of this equipment is the responsibility of the Council.

The Sunshine Coast Council agrees to provide or replace fire extinguishers required to comply with Queensland Fire Safety Regulations or Workplace Health and Safety Legislation in SES facilities. The SES agrees to provide or replace fire extinguishers that are utilised to perform SES operations.

The SES agrees to provide or replace fire extinguishers that are kept in:

- Dedicated QG Plated SES Vehicles
- Flood Boats
- Welfare / Kitchen Trailers

Insurance

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The Sunshine Coast Council agrees to be responsible for insuring the SES facility. It is the responsibility of the Sunshine Coast Council to choose if they wish to insure the fixtures, fittings and office equipment in the facility.

Electricity

The Sunshine Coast Council agrees to be responsible for the payment of electricity accounts attached to the SES facilities.

Council Rates and associated charges

The Sunshine Coast Council agrees to be responsible for the payment of rates, levies and charges attached to the facility including water and waste removal.

7. INFORMATION TECHNOLOGY

General Principle

It is agreed by both parties that any equipment provided must meet the specifications and operating requirements of both parties. Consultation will occur through the Coordinator Disaster Management and the SES Area Director.

Land Line Telephones

The Sunshine Coast Council agrees (where possible) to ensure that each SES Facility is fitted with a minimum of one (1) telephone line. The Sunshine Coast Council is responsible for the payment of all telephone accounts attached to the facility.

Mobile Telephones

The Sunshine Coast Council agrees to provide mobile telephones to the positions identified in the table below.

Local Controllers	1 Mobile Telephone
Deputy Controllers	1 Mobile Telephone
Group Leaders	1 Mobile Telephone
Duty Officers	1 Mobile telephone

The telephones supplied should be fit for purpose, mindful of the operating area, environment in which they are utilised and availability of coverage in that area. The Sunshine Coast Council is responsible for the payment of all mobile telephone accounts attached to the SES Unit/Group. The use of the above equipment will be in accordance with Local Government and SES phone use policies.

Internet Access and Connection

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The Sunshine Coast Council agrees to provide and maintain internet access and a suitable broadband internet connection to each SES facility. The Sunshine Coast Council agrees to be responsible for the payment of all broadband internet accounts attached to the SES Unit or SES Group.

Computer Hardware

The Sunshine Coast Council agrees to provide computers to the SES Units and Groups to enable efficient and effective operations and Training. The Sunshine Coast Council agrees to be responsible for the purchasing of computer hardware, maintenance and repair of the computer hardware and replacement of computer hardware supplied to SES Unit and groups in line with the Councils IT maintenance and replacement program.

Note: The Sunshine Coast Council may elect to purchase a Multi Function Device that will print, scan, fax and copy instead of purchasing individual items.

Photocopier

The Sunshine Coast Council agrees to provide an appropriate photocopier to the SES Groups to enable efficient and effective operations and training. The Sunshine Coast Council agrees to be responsible for the purchasing, replacement, maintenance and operating costs associated with this equipment. If the requirement to replace this equipment occurs before the scheduled date, the Sunshine Coast Council together with SES will liaise to determine the most appropriate method of replacing the equipment.

Printer

The Sunshine Coast Council agrees to provide a printer to each SES Unit and or Group to enable efficient and effective operations and training. The Sunshine Coast Council agrees to be responsible for the purchasing, replacement, maintenance and operating costs associated with this equipment. If the requirement to replace this equipment occurs before the scheduled date, the Sunshine Coast Council together with SES will liaise to decide the most appropriate method of financing the replacement equipment

Data Projector

The Sunshine Coast Council agrees to provide a data projector to each SES Group to enable efficient and effective operations and training. The Sunshine Coast Council agrees to be responsible for the purchasing, replacement, maintenance and operating costs associated with this equipment.

Consumables and stationary

The Sunshine Coast Council agrees to provide all consumables and stationary (paper, printer and toner cartridges, pens, waste paper bins etc) in line with a local purchasing arrangements.

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Group	Type	Make	Reg. No.	Ownership	Insurance	Registration	Operating Costs (incl. fuel, oil, tyres etc)	Maintenance & Repairs	Replacement
Local Controller	Utility	Toyota Hilux	QGET85	Council	SES	SES			
Caloundra	Troop Carrier	Toyota	QGA046	Council	SES	SES			
Coolum	Utility	Isuzu D-Max	TBA	Council	SES	SES			
Coolum	Utility	Isuzu D-Max	TBA	Council	SES	SES			
Glass House	Troop Carrier	Toyota	QGA042	Council	SES	SES			
Kawana	Troop Carrier	Toyota	QGY417	Council	SES	SES			
Kawana	Crew Cab	Volkswagen	QGX197	Council	SES	SES			
Kenilworth	Troop Carrier	Toyota	QGJ293	Council	SES	SES			
Maleny	Troop Carrier	Toyota	QGH473	Council	SES	SES			
Maroochydore	Troop Carrier	Toyota	QGEK22	Council	SES	SES			
Maroochydore	Crew Cab	Volkswagen	190LRB	Council	Council	Council			
Nambour	i-Max Shuttle	Hyundai	576QGU	Council	SES	SES			
Nambour	Troop Carrier	Toyota	QGEK23	Council	SES	SES			

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The Sunshine Coast Council is able to apply to SES through the SES Subsidy Program for a grant to assist with the purchase of a suitable vehicle for sole use by the SES Groups.

The SES agrees to register and insure SES vehicles that are fitted with "QG" number plates. The Sunshine Coast Council agrees to be responsible for insuring and registering vehicles that are not fitted with "QG" number plates.

The SES and the Sunshine Coast Council agree that transport vehicles will be operated in accordance with the SES Operations Doctrine, relevant legislation and in accordance with Council policies and procedures.

Sunshine Coast Council agrees to be responsible for the maintenance and operating costs including fuel, oil and tyres.

The SES and the Sunshine Coast Council both agree that all SES Vehicles will be badged in line with SES Operations Doctrine "Vehicle Badging" BMP 8.0.

The SES agrees to provide all SES vehicle badging components and the Sunshine Coast Council agrees to be responsible for the appropriate affixing of badging, in accordance with the SES Operations Doctrine.

When this equipment requires maintenance, the Local Controller is to contact the Sunshine Coast Council 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:

- Ensuring the vehicles are kept in an appropriately clean and serviceable condition at all times; and
- Ensuring a Log Books if required are accurately maintained at all times.

The Sunshine Coast Council and the SES agree to the general rules in relation to the official use of SES vehicles:

- SES vehicles are only used for SES related activities
- Only SES members are permitted to travel in vehicles (unless assisting another agency or person during operations)
- No home garaging rights (unless approved by Local Government)
- No smoking in SES vehicles
- No learner drivers will be permitted to operate SES vehicles
- 'P' plated drivers will only be permitted to operate vehicles if no other fully licensed member is available.

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Group	Type	Make	Reg. No.	Ownership	Insurance responsibility	Registration responsibility	Operating Costs (inc. fuel, oil etc)	Maintenance & Repairs responsibility	Replacement responsibility
Caloundra	Flood Boat	Horizon	26331QD	Council	Council	SES			
Coolum	Flood Boat	Horizon	26988QD	Council	Council	SES			
Kawana	Flood Boat	Stacer	30305QD	Council	Council	SES			
Kenilworth	Flood Boat	Stacer	29531QD	Council	Council	SES			
Maleny	Flood Boat	Stacer	29531QD	Council	Council	SES			
Maroochydore	Flood Boat	Stacer	29049QD	Council	Council	SES			
Nambour	Flood Boat	Horizon	26408QD	Council	Council	SES			

FLOOD BOAT TRAILERS

Group	Type	Make	Reg. No.	Ownership	Insurance responsibility	Registration responsibility	Operating Costs (tyres etc) responsibility	Maintenance & Repairs responsibility	Replacement responsibility
Caloundra	Boat Trailer	Belco	BT1408	Council	Council	SES			
Coolum	Boat Trailer	Belco	BX8466	Council	Council	SES			
Kawana	Boat Trailer	Telwater	303QSF	Council	Council	SES			
Kenilworth	Boat Trailer	Telwater	220QQK	Council	Council	SES			
Maleny	Boat Trailer	Redco	QG3782	Council	Council	SES			
Maroochydore	Boat Trailer	Telwater	029QPA	Council	Council	SES			
Nambour	Boat Trailer	Belco	BT1440	Council	Council	SES			

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The SES agrees to supply SES Groups having an identified Flood Boat Function with an SES Flood boat/s, complete with all safety equipment and trailer/s.

The SES agrees to register SES Flood boats and trailers. The Sunshine Coast Council agrees to be responsible for insuring the Flood Boat and trailer if they choose to.

The SES and the Sunshine Coast Council agree that SES Flood Boats are to be operated in accordance with the SES Operations Doctrine and relevant legislation.

Sunshine Coast Council agrees to be responsible for the maintenance and operating costs including fuel, oil and boat trailer tyres. Basic maintenance of the vessel, motor and trailer is to be carried out by the SES Group and it is the responsibility of the Local Controller to ensure this occurs.

The servicing of the motor is only to be carried out by a qualified approved agent and to the manufacturer's specifications. When this equipment requires servicing, the Local Controller is to notify Sunshine Coast Council and the equipment is to be taken to the Agent. The Council will then arrange for the payment of any associated accounts.

When a flood boat or trailer requires work to be carried out that is outside the scope of the Group, the Local Controller is to contact the Sunshine Coast Council and the Council in consultation with the SES Area Director will 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 a Ship Management System (FSMS) log book for the vessel is accurately maintained.

The SES agrees to replace SES flood boats, motors and boat trailers when required. The State Emergency Service also agrees to replace SES Flood Boat Safety equipment as per the SES requisition process.

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10. TRAILERS

Group	Type	Make	Reg. No.	Ownership	Insurance responsibility	Registration responsibility	Operating Costs (tyres etc) responsibility	Maintenance & Repairs responsibility
Caloundra	Rescue Trailer	Unknown	QG4504	Council	Council	SES		
Caloundra	Rescue Trailer	Unknown	QG1960	Council	Council	SES		
Caloundra	Rescue Trailer	Olympic	QG3921	Council	Council	SES		
Coolum	Rescue Trailer	AAA Engineering	182QNV	Council	Council	SES		
Coolum	Rescue Trailer	Mango	AR0450	Council	Council	SES		
Glass House	Rescue Trailer	Bedford	QG2279	Council	Council	SES		
Kawana	Rescue Trailer	AAA Engineering	183QNV	Council	Council	SES		
Kawana	Rescue Trailer	Bedford	QG2891	Council	Council	SES		
Kawana	Rescue Trailer	Suncoast Trailers	AP7704	Council	Council	SES		
Kenilworth	Rescue Trailer	AAA Engineering	888QQO	Council	Council	SES		
Kenilworth	Rescue Trailer	Olympic	QG3232	Council	Council	SES		
Kenilworth	Rescue Trailer	Sunshine coast	BI4383	Council	Council	SES		
Maleny	Rescue Trailer	Trailers 2000	QG4934	Council	Council	SES		
Maleny	Rescue Trailer	Unknown	QG2562	Council	Council	SES		
Maleny	Rescue Trailer	Unknown	PW7967	Council	Council	SES		
Maleny	Rescue Trailer	Thomas town	QG4935	Council	Council	SES		
Maroochydore	Rescue Trailer	Wade	539QZA	Council	Council	SES		
Maroochydore	Rescue Trailer	Bedford	QG2335	Council	Council	SES		
Maroochydore	Rescue Trailer	Unknown	AN2983	Council	Council	Council		
Nambour	Rescue Trailer	Unknown	QG2558	Council	Council	SES		
Nambour	Rescue Trailer	Unknown	AV6304	Council	Council	SES		
Nambour	Rescue Trailer	Sunshine coast	BE5366	Council	Council	SES		
Nambour	Rescue Trailer	Box trailer	428QTM	Council	Council	SES		
Nambour	Rescue Trailer	Sunshine coast	BY9331	Council	Council	SES		

The SES agrees to supply SES Groups with an identified operational requirement an appropriate rescue trailer. The SES agrees to register SES rescue trailers. The Sunshine Coast Council agrees to be responsible for insuring the rescue trailer if they choose to.

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Between the State Emergency Service, North Coast Region and the Sunshine Coast Council

The SES and the Sunshine Coast Council agree that rescue trailers are to be operated in accordance with the SES Operations Doctrine and relevant legislation.

Sunshine Coast Council agrees to be responsible for the maintenance and operating costs associated with the rescue trailer. Basic maintenance of the trailer is to be carried out by the SES Group and is the responsibility of the Local Controller to ensure this occurs.

When a rescue trailer requires work to be carried out that is outside the scope of the Group, the Local Controller is to contact the Sunshine Coast Council and the Council in consultation with the SES Area Director will arrange for the work to take place.

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

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11. OPERATIONAL EQUIPMENT

General Rescue and Storm Damage Equipment

The SES agrees to be responsible for the provision of General Rescue equipment as listed in the SES Equipment Catalogue. Equipment is supplied to the SES Groups through the normal SES requisition process. This equipment includes, but is not limited to tarps, ropes, ladders, winches, hand tools, lighting equipment, Traffic management equipment and safety at heights kits.

There is no expectation or requirement for the Sunshine Coast Council to supply any of this equipment. Sunshine Coast Council agrees to be responsible for maintenance and repair of this equipment. It is the responsibility of the Local Controller to ensure the equipment is operationally ready and to manage the maintenance, security and stock condition of this equipment as per the manufacturer's recommendations, the specific SES DUCOT and any relevant SES Operations Doctrine.

Vertical Rescue Equipment

The SES agrees to provide Vertical Rescue equipment as listed in the SES Equipment Catalogue to SES Groups that have an identified Vertical Rescue function. Equipment will be supplied to the SES Group through the normal SES requisition process. It is the responsibility of the Local Controller to ensure the equipment is operationally ready and to manage the maintenance, security and stock condition of this equipment as per the manufacturer's recommendations, the specific SES DUCOT and any relevant SES Operations Doctrine.

There is no requirement for the Sunshine Coast Council to supply or maintain any of this equipment.

Small Plant

The SES agrees to supply small plant equipment such as generators, chainsaws and pole saws to SES Groups. Equipment will be supplied to the SES Group through the normal SES requisition process.

The State Emergency Service agrees to be responsible for the maintenance and operating costs associated with small plant. Basic maintenance of the small plant is to be carried out by the SES Group and is the responsibility of the Local Controller to ensure this occurs.

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

When this equipment requires professional servicing, the Local Controller is to contact the Sunshine Coast Council for approval to arrange for it to be taken to an approved Service centre. The Sunshine Coast Council will then arrange for the payment of any accounts associated with the repair or maintenance of small plant.

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Where located, The SES agrees to be responsible for coordinating the scheduled maintenance of road crash rescue equipment through the Queensland Fire and Rescue Service.

There is no requirement for the Sunshine Coast Council to supply any of this equipment.

Disposal of Small plant and specialised operational equipment

The SES agrees to oversee an annual stock condition audit process to ensure all equipment is located and accounted for. The annual stock condition audit identifies any items of equipment that may be unsafe, unserviceable or surplus to current or future needs and assists to identify any additional equipment requirements. The Local Controllers and Group Leaders are responsible for the conduct of the annual audit.

The SES agrees to routinely replace items of equipment that are identified as unserviceable or unsafe during equipment audits.

The Sunshine Coast Council agrees to allow The State Emergency Service to remove unsafe or unserviceable small plant and specialised operational equipment from the SES Units or Groups that has been provided by SES and dispose of these items in an appropriate manner. Any funds that SES may acquire through this disposal process will be utilised to purchase replacement equipment for the SES Units and Groups within the Sunshine Coast Council Area.

When an item of small plant or a piece of specialised operational equipment has been removed and disposed of by SES the Sunshine Coast Council will be advised by the SES Area Director.

Note: This process does not apply to Flood Boats or Rescue Trailers provided by SES unless specifically agreed to as part of this MOA.

Equipment Consumables

The Sunshine Coast Council agrees to provide an annual budget for the purchase of consumable items. This budget is to cover items such as torch batteries, two stroke oil, chainsaw bar lubricant, sunscreen, insect repellent etc.

12. RADIO COMMUNICATIONS EQUIPMENT

The SES agrees to provide, license, install service and repair all SES radio communications equipment. 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 SES to manage and finance the maintenance and replacement of this equipment.

13. PURCHASING/DONATION OF EQUIPMENT FOR USE BY SES GROUP/S

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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 Sunshine Coast Council, or an SES support or social group for an SES Group.

Both parties agree that this equipment becomes the property of the Sunshine Coast Council when received and is to be included on the local government equipment maintenance program.

14. OPERATIONAL REQUIREMENTS

For declared “NDRRA” or “SDRA” events:

- The Sunshine Coast Council may 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 SES in their NDRRA/SDRA claim.
- SES will include all eligible costs incurred relating to the replacement of SES equipment used during an SES response and provided by SES.
- The Local Controller should arrange any repairs or maintenance of equipment resulting from an eligible event and notify the Sunshine Coast Council so the associated costs can be included in the NDRRA/SDRA claim.

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,.

15. PROVISION OF TRAINING

The SES agrees to ensure that SES Volunteers are trained to enable the SES Groups to competently fulfil the Groups agreed functions. SES is responsible for the approval and processing of all training.

The Sunshine Coast Council agrees to allow the Local Controller to determine if the Group SES vehicle is to be utilised by SES members to attend approved training outside of the Groups agreed 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. Reimbursement of fuel costs for training related travel will be the responsibility of SES.

16. RELEVANT DOCUMENTS

- Disaster Management Act 2003

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- Flood Commission of Inquiry Final Report March 2012
- SES Operations Doctrine
- SES 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 The State)
Emergency Service, North Coast)
Region by Peter Twomey, Regional)
Director, The State Emergency Service)
in the presence of:)
) (signature)
)
)/...../.....
) (date)
)
.....
(Signature of witness)

SIGNED for and on behalf of the)
LOCAL GOVERNMENT as)
represented by the Sunshine Coast)
Council by)
..... (name))
) (signature)
..... (position))/...../.....
) (date)
in the presence of:
.....
(Signature of witness)

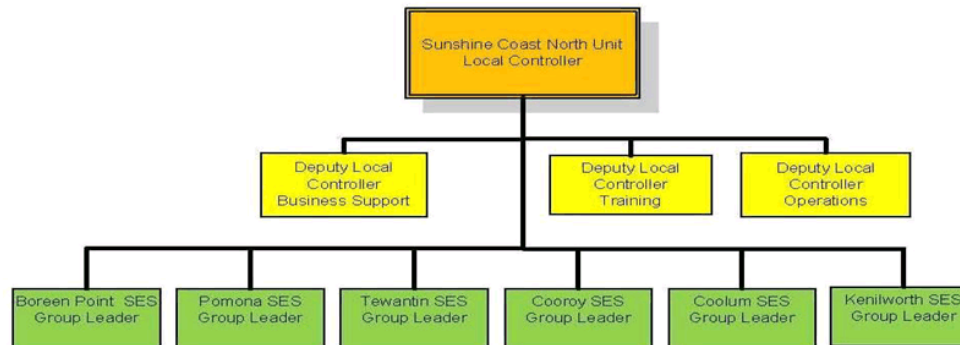
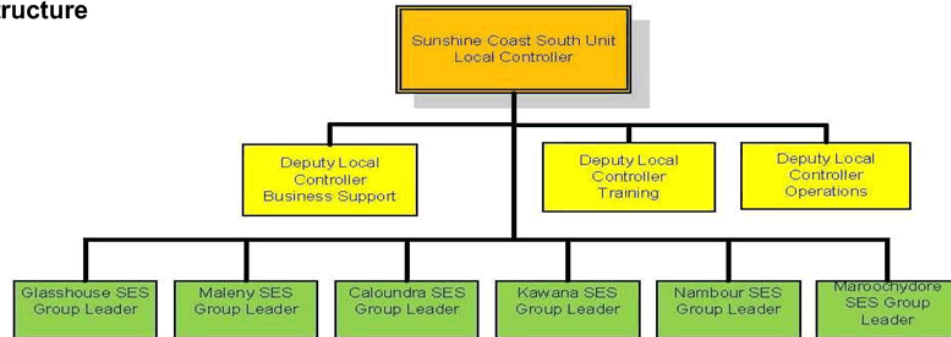
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Annexure 1. SES Structure



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Annexure 2. SES Agreed Functions

				SES FUNCTIONS										Optimal Number of Members
				(Minimum members required per Team per Function)										
Region	Local Government Area	SES Unit	SES Unit/Group	2	1	2	2	4	6	4	4	3	4	
				Agency Support	Community Education	Floodboat Operations	Incident Management / RFA	Road Crash Rescue	Search	Special Rescue	Storm Response	Traffic Management	Vertical Rescue / Mountain Rescue	
				Minimum members required per Function per Group										
North Coast Region	Sunshine Coast Regional Council	Sunshine Coast South Unit	Caloundra	6		4	8		12		16	6	35	
			Kawana	4		4	8		12		16	6	30	
			Maleny	2		2	2		6		4	6	15	
			Glasshouse	2			4		6		4	3	12	25
			Maroochydore	6		6	8		12		16	6	40	
			Nambour	6		6	8		12		16	6	40	
		Sunshine Coast North Unit	Boreen point	2		2	2		6		4	3	10	
			Cooroy	4		4	4		6		8	6	20	
			Coolum	4		6	8		12		8	6	30	
			Kenilworth	2		4	2		6		4	3**	10	
			Pomona	2		0	4		6		8	6	15	
			Tewantin	6		6	8		12		16	6	40	
TARGET NUMBER OF MEMBERS TRAINED IN THE FUNCTION				46	0	44	66	0	108	0	120	63	12	310
TOTAL OPTIMAL MEMBERS FOR THE LOCAL GOVERNMENT AREA				Optimal Number of Members per Group will differ to the total of 'Minimum Members required per Function per Group' as some members will be trained in and perform multiple Functions.										
NOTE: A minimum number of 6 members are required for a functional SES Group														
** Kenilworth requires assistance from other SES Groups to perform the Vertical Rescue Function														

Local Government Representative

Regional Director (on behalf of the Executive Director, EMQ)

Signature _____

Date / /

Signature _____

Date / /