

## **PURPOSE**

The ability of Council to develop and maintain a capacity for disaster management planning and operations is a key factor in helping to ensure the safety, response, recovery and well-being of our local residents, as well as the resilience and sustainability of our communities. As such, Council has committed to providing funds for the provision of:

- (1) The necessary capacity and capability for prevention, preparedness, response and recovery across the entire region in the advent of a disaster event;
- (2) Upgrades and maintenance of the facilities utilised during times of disaster events;
- (3) Contributions towards the cost of the SES and Emergency Management Services;
- (4) Purchase of equipment to improve disaster response and preparedness;
- (5) disaster planning activities; and
- (6) Purchase of equipment and maintenance of plant and equipment of items for the Rural Fire Brigades

## **POLICY STATEMENT**

In accordance with *Part 8 of Chapter 4 of the Local Government Regulation 2012*, Council Levy's a separate charge against all rateable assessments to ensure that Council;

- has the capability to meet its obligations in times of disaster events,
- is able to assist local emergency services community groups with resilience and disaster management activities and requirements.

This policy sets out the objectives and implementation of the levy.

Council proactively plans to reduce the impact on the community from disaster events such as cyclones, storm surges, floods, bushfires, tsunamis, earthquakes, and other disaster events.

The Local Disaster Management Levy Policy will encompass Council's four pillars of disaster management and recovery, being:

- Human Social;
- Economic;
- Infrastructure; and
- Environmental

## Utilisation of Levy funds

The Levy will provide funds for the following activities required to assist our community to deal with disasters but not limited to the:

- (1) Operation of Council's disaster management activities and operating costs of SES (excluding EMQ responsibilities);
- (2) Resourcing, maintenance and implementation of Council's Disaster Management Plan;
- (3) Work with the local emergency services community groups and key community organisations to enhance disaster recovery and resilience;
- (4) Ensure continued compliance with current disaster management legislation;
- (5) Upgrading of Counter Disaster facilities and equipment identified through community consultation and as prioritised by Council, to address mitigation and resilience strategies;
- (6) Assisting Rural Fire Brigades with maintenance and acquisition of plant and equipment for rural fire management;

The Local Disaster Management Levy is in addition to the State Emergency Service (SES) Annual Local Government Subsidy received from the Department of Community Safety.

To ensure that the Levy revenue and expenditure remains accountable and transparent, Council will include in its annual report a summary on how Levy funds were spent. This report will be available on the Council's website and provided to relevant community organisations involved in disaster management.

Revenue received from the Local Disaster Management Levy can be used by Council to carry out relevant Local Disaster Management tasks as indicated above or will be forwarded to a relevant group upon written application demonstrating a need and where applicable, compliance with Council's purchasing policy.

Council will not impose any fee to cover the expenses associated with the collection of the Levy.

Should a group wish to access the levy for a specific major project or major capital item (projects greater than \$10,000), the following process must be followed:

- Business case for the purchase and whole of life costing for the project/item

In addition to the above the Rural Fire Brigade must prepare and submit the following documents for a major project or major capital purchase request:

### *Prepare Documentation*

- a three (3) year Activity Plan including budget estimates to be prepared using the following sample template:

Date	Action proposed	Budget Est.	Town	Date due	Team members involved	Completion date	Follow-up matters
1.7.18	XXXXX	\$...	Gayndah	End Aug	Xxxx Yyyy zzzz	20 Aug	Review new year

- A Profit & Loss Statement and asset listing signed by the Treasurer.

Should a local emergency services community group within the North Burnett wish to access the levy for general operational or consumables (expenditure under \$2,000 per annum), the following process must be followed:

- Council will advertise in the local newspaper and website notifying that applications are open for submissions to access levy funds (at least twice per year).

- The local emergency services community group is to provide details, via an application process, of the type of operational and or consumables they are seeking financial support via the levy (i.e. tyres, training materials, batteries, lighting, electricity, gas accounts etc.)
- The applications will be considered by the Chief Executive Officer (delegate) for approval and based on the application content, the group's profile within the community, activity and available levy funds.

## Disaster Management Levy Committee

For the purposes of administering, assessment and review of the Local Disaster Management Levy Policy a Disaster Management Levy Committee will be establish comprising of the following members from the North Burnett Regional Council:

- Mayor
- Councillors with Disaster Management Portfolio
- Chief Executive Officer
- General Manager Works
- General Manager Strategy, Innovation and Assets
- General Manager Corporate & Community
- Disaster Management Officer

Advisors to the Committee with include:

Emergency Services Representatives from:

- Queensland Police Service – North Burnett
- Queensland Ambulance Service – North Burnett
- State Emergency Services – North Burnett
- Queensland Fire and Rescue Services – North Burnett

## Authorities & Responsibilities

Council Officers and the Disaster Management Levy Committee are responsible for assessing applications made for grants over \$2000 (cumulative) under this policy.

## RELEVANT LAW

*Local Government Act 2009*

*Local Government Regulation 2012*

## RELATED POLICIES AND PROCEDURES

Nil

## APPROVAL

Council approved this policy on 8 July 2014.

## REVIEW

This policy will be reviewed every two years by Strategy, Innovation and Assets Manager and is due for review in June 2018.

## REVISION HISTORY

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Budget Meeting	08/07/2014	New Policy
2	General Meeting	27 June 2018	Review