Dear Lyn,

Please find a signed MOU enclosed. I look forward to working with you in the future.

Kind regards,

Alex
MEMORANDUM OF UNDERSTANDING

Between

RED CROSS
49 Park Road
Milton QLD 4064

&

Burdekin Shire Council
145 Young St
AYR QLD 4807

PO BOX 974
AYR QLD 4807
1 – Parties:
The parties to this Memorandum of Understanding are The Burdekin Shire Council and Red Cross.

The Key Contacts are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Tel (Office)</th>
<th>Tel (Mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Bermingham</td>
<td>LDMG Co-ordinator Evacuation and Community Recovery Sub-Committee</td>
<td>07 4783 3744</td>
<td>0408 188 879</td>
</tr>
<tr>
<td>Sue Collier</td>
<td>Sub-Committee Member</td>
<td>07 4783 2711</td>
<td>0428 837 611</td>
</tr>
<tr>
<td>Seanne O’Shea</td>
<td>Sub-Committee Member</td>
<td>07 4783 3744</td>
<td>0417 734 773</td>
</tr>
<tr>
<td>Helen Newton</td>
<td>Sub-Committee Member</td>
<td>07 4783 3744</td>
<td>0447 777 119</td>
</tr>
</tbody>
</table>

The Key Contacts for the Red Cross are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Tel (Office)</th>
<th>Tel (Mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Officer</td>
<td>Duty Officer</td>
<td>0403 251 226</td>
<td>0403 251 226</td>
</tr>
<tr>
<td>Daryl Hanger</td>
<td>Regional Coordinator, North and Far North Queensland</td>
<td>07 4047 6100</td>
<td>0408 452 863</td>
</tr>
<tr>
<td>Craig Nevin</td>
<td>Regional Manager, North Queensland</td>
<td>07 4759 6111</td>
<td>0427 689 703</td>
</tr>
</tbody>
</table>

2 – Purpose:
The Memorandum of Understanding outlines the agreement between The Burdekin Shire Council and Red Cross pertaining to Red Cross assistance during an Emergency, specifically incorporating:
- Red Cross Evacuation Centre Management (Welfare);
- Registration; and
- Personal Support.

IT IS AGREED:

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

The Burdekin Shire Council:
The Local Government Area including the areas of:

- Airdmillan
- Airville
- Alva
- Ayr
- Barratta
- Brandon
- Carstairs
- Clare
- Colevale
- Cromarty
- Dalbeg
- Eight Mile Creek
- Fredericksfield
- Giru
- Home Hill
- Horseshoe Lagoon
- Inkerman
- Jarvisfield
- Jerona
- Kirknie
- Millaroo
- Mona Park
- Mount Kelly
- Mulgrave
- Osborne
- Rangemore
- Rita Island
- Shirbourne
- Swans Lagoon
- Upper Haughton
- Wunjunga

Chairman Burdekin Shire Council Local Disaster Management Group – the person appointed as Chairman of the local disaster management group in accordance with Section 34 of the Disaster Management Act 2003.

Coordinator Burdekin Shire Council Local Disaster Management Group – the person appointed as Coordinator of the local disaster management group in accordance with Section 35 of the Disaster Management Act 2003.

Evacuation Centre Welfare Management:

Involves:

- Coordinating all agencies operating within the centre;
- Establishing and maintaining the layout of the centre;
- Being the central point of contact between the Local Disaster Management Group and the centre;
- Ensuring the dissemination of information and reports approved by the Chairman and/or Coordinator Burdekin Shire Council Local Disaster Management Group, from internal and external sources;
- Ensuring an assessment and monitoring system is in place for environmental health and safety issues;
- Ensuring all personnel in the centre receive briefings and de-briefings;
- Ensuring the safety and wellbeing of personnel in the centre;
- Ensuring basic needs (food, water and sanitation) are met within the centre;
- Implementing a media and visitor plan for the centre/s, subject to approval by the Chairman and/or Coordinator Burdekin Shire Council Local Disaster management Group;
- Ensuring the closure of the evacuation centre when directed; and
- Develop and provide to the Chairman/Coordinator Burdekin Shire Council Local Disaster Management Group a final evaluation report of the centre/s within fourteen working days after closure of the centre.

**Evacuation Centre (not used for Cyclones):**

May be any building that is suitable to provide some protection from the threat and wherever possible away from the unsafe area, and has facilities to meet basic human needs of accommodation, food and water such as:

- Schools
- Community Centres
- Show Grounds
- Race Courses
- Sporting clubs
- Churches
- Universities or Colleges
- Entertainment Centres

**Pre Determined Shelters:**

Pre-determined Shelters will require special identification to ensure they meet the requirements of a shelter of last resort when a cyclone threatens and they are out of the storm surge danger zones.

They are usually government buildings that have been assessed by a State Agency, local government or appropriately qualified agency nominated by Burdekin Shire Council, or public and private buildings that have been assessed by the Local Government or appropriately qualified agency nominated by Burdekin Shire Council, and/or State Agency such as:

- School Buildings
- University or College Buildings
- Community Halls
- Office Buildings
- Shopping Centres
- Underground and above ground car parks
Red Cross Evacuation Centre Management Team:
An Evacuation Centre Management Team consists of a team of 4 personnel including an Evacuation Centre Manager, An Operations Officer, Logistics Officer and an Administration Support Person who are responsible for the Management Functions of the Evacuation Centre from a Welfare perspective.

Red Cross Evacuation Centre Team:
A Team of Volunteers utilised to support the Evacuation Centre Management Team.

Red Cross Local Capacity Team for Evacuation Centre Management:
Personnel including an Evacuation Centre Manager plus three (3) volunteers trained in Evacuation Centre Management as well as an Evacuation Centre Team based at a major town within a Local Government Area.

Red Cross Fly Away Team for Evacuation Centre Management:
Personnel comprising of Evacuation Centre Management Teams and Evacuation Centre Teams located throughout Queensland, who are able to be flown into a Local Government Area to manage Evacuation Centres within a twenty four (24) hour time frame.

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

4 - Red Cross Obligations:
1. To provide sufficient (either local capacity or fly away) Emergency Services Evacuation Centre Management and Evacuation Centre Teams (consisting of Staff and Volunteers) to undertake the following roles at the activated evacuation centre(s) throughout the Local Government Area dependent on access.
   a. Evacuation Centre Management Teams capable of coordinating the welfare activities at activated evacuation centre(s)
   b. Registration of evacuees under the National Registration and Inquiry Systems
   c. Providing personal support to evacuees at activated evacuation centre(s)
2. Ensure all contact details for key Red Cross Personnel are amended as required.
3. To report to the Coordinator Burdekin Shire Council Local Disaster Management Group on the Welfare requirements of the Evacuation Centre.
4. A Red Cross representative is required to attend the Burdekin Shire Council Local Disaster Management Group meetings and provide a daily update for inclusion in the Situation Reports.

5 Burdekin Shire Council Obligations:

1. During an Emergency the Coordinator Burdekin Shire Council Local Disaster Management Group or nominated representative will submit a request for assistance to the DDC for Red Cross support. The Coordinator Burdekin Shire Council Local Disaster Management Group or nominated representative will ensure that the Red Cross are activated by contacting the Red Cross Emergency Services Duty Officer as per the Key Contact details outlined at section 1.0.

2. The Coordinator Burdekin Shire Council Local Disaster Management Group or nominated representative will advise the Red Cross Emergency Services Duty Officer of the date, time and location where the evacuation centre(s) will be activated.

3. The Coordinator Burdekin Shire Council Local Disaster Management Group or nominated representative, will provide the Red Cross Emergency Services Duty Officer with regular updates on the operation of the evacuation centre(s) detailing the duration that the facility or facilities will be activated.

4. The Disaster Management Officer, Burdekin Shire Council Local Disaster Management Group is to ensure that the Red Cross are provided with a listing of potential evacuation centre sites every 12 months commencing from the execution date of this Memorandum of Understanding.

5. The Burdekin Shire Council Local Disaster Management Group is responsible for the management of the facility housing the Evacuation Centre through the provision of a Facility Coordinator. This includes cleaning, communications, power, health and safety standards, access, security (through a third party contractor if necessary) and other foundational arrangements.

6. The Coordinator of The Burdekin Shire Council Local Disaster Management Group is responsible for activating all other agencies that provide services to the Evacuation Centre.

7. The Coordinator Burdekin Shire Council Local Disaster Management Group is responsible for ensuring Red Cross is provided with access to the Evacuation Centre.
6 – Structure:

7 – Costs:

1. The signatories to this Memorandum of Understanding acknowledge the provisions of the Natural Disaster Relief and Recovery Arrangements (NDRRA) and State Disaster Relief Assistance (SDRA) in the application of financial assistance during emergency events.

2. The signatories acknowledge that each organisation will be initially responsible for meeting the costs of goods and services necessary to conduct their own activities.

3. Any costs incurred by Red Cross associated with the operations of activated evacuation centres will be reimbursed by The Burdekin Shire Council after Council has received NDRRA funding.

4. The Burdekin Shire Council acknowledges that in most situations the following costs are likely to be incurred operationally both in the field and from a Red Cross State Office perspective:
   - Accommodation and Meals
   - Travel
   - Staff Wages
   - Volunteer Expenses
   - Freight

5. The Burdekin Shire Council allows Red Cross to spend $5,000.00 without prior permission in a single purchase and up to $15,000.00 in total without prior approval from the Burdekin Shire Council.

6. Accurate records of all costs incurred during the activation period are to be maintained by each organisation.
7. Red Cross will within one calendar month of closure of nominated evacuation centre/s provide to the Chief Executive Officer Burdekin Shire Council a tax invoice separately itemising the cost of Red Cross services and each of the goods purchased including copies of invoices for such goods.

8 - Confidentiality:

The parties agree that confidential information exists and may come into existence and the parties acknowledge and agree that:

1. Confidential information is private unless it pertains to a duty of care issue;
2. One party will not use the other's confidential information for any purpose other than the performance of its obligations under this Memorandum of Understanding.

9 - Settlement of Disputes:

Should any dispute or difference ('the dispute') arise between Red Cross and The Burdekin Shire Council during the period of this agreement, the procedure to be followed by the parties to resolve the dispute shall be as follows:

1. The Regional Coordinator Red Cross and The Burdekin Shire Council LDMG Coordinator will meet within five working days of the dispute arising with a view to resolving the dispute by negotiation;
2. If the Regional Coordinator Red Cross and The Burdekin Shire Council LDMG Coordinator do not resolve the dispute within the five working day period referred to above, the Operations Coordinator Red Cross and the Coordinator Burdekin Shire Council Local Disaster Management Group will meet to endeavour to resolve the dispute within a period of five business days with the expiry of the five working day period referred to in sub-paragraph (1) above; and
3. If the Operations Coordinator Red Cross and the Coordinator Burdekin Shire Council Local Disaster Management Group are unable to resolve the dispute within the period of five business days referred to in paragraph (2) above either the Red Cross or Burdekin Shire Council shall be at liberty to terminate the Memorandum of Understanding;
4. If the Memorandum of Understanding is terminated, one week's written notice must be provided by the terminating party.
5. All parties are responsible for their own costs associated with the procedures outlined in subparagraphs (1), (2), (3) and (4) above.

10 - Duration:

1. The initial term of this Memorandum of Understanding shall be two (2) years commencing on the date this agreement is executed with audits occurring annually.
2. Any extension of the initial two year term will be renegotiated three months prior to the end date of this Memorandum of Understanding.
EXECUTED on the day of in the year 2010

On behalf of The Burdekin Shire Council

L. McLaughlin
L. McLaughlin
Chairman Local Disaster Management Group
Burdekin Shire Council

On behalf of Red Cross:

[Signature]
Greg Goebel
Executive Director Queensland
Red Cross