



City of
Ipswich

**IPSWICH
CITY
COUNCIL**

AGENDA

of the

ENVIRONMENT COMMITTEE

**Held in the Council Chambers
2nd floor – Council Administration Building
45 Roderick Street
IPSWICH QLD 4305**

On Tuesday, 18 February 2020
At 11.30 am or within any period of time up to a maximum of 10 minutes after the
conclusion of the Communities Committee.

<u>MEMBERS OF THE ENVIRONMENT COMMITTEE</u>	
Interim Administrator Steve Greenwood (Chairperson)	

ENVIRONMENT COMMITTEE AGENDA

11.30 am or within any period of time up to a maximum of 10 minutes after the conclusion of the Communities Committee on

Tuesday, 18 February 2020

Council Chambers

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** Item includes confidential papers

ENVIRONMENT COMMITTEE NO. 1

18 FEBRUARY 2020

AGENDA

1. **REVIEW OF DISASTER SUB PLAN: ANIMALS AND LIVESTOCK**

This is a report concerning the review and amendment to the City of Ipswich Managing Animals and Livestock in a Disaster Sub Plan.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

- A. That the City of Ipswich Managing Animals and Livestock in a Disaster Sub Plan, as detailed in Attachment 1 of the report by the Emergency Management and Sustainability Manager dated 2 January 2020, be approved.
- B. That the Local Disaster Coordinator, in consultation with the Interim Administrator and General Manager (Infrastructure and Environment), be authorised to make amendments deemed necessary on the basis of further comment received from the members of the Local Disaster Management Group (LDMG), who form part of the governance arrangements for the adoption and endorsement of this sub plan.

2. **PAYMENT OF MEMBERSHIP TO HEALTHY LAND AND WATER, THE REGIONAL NATURAL RESOURCE MANAGEMENT BODY FOR SOUTH EAST QUEENSLAND**

This is a report concerning the justification and authorisation for the payment of Ipswich City Council's annual membership fees for Healthy Land and Water, 2019 to 2020. Council's previous 3 year membership agreement expired on 30 June 2019.

RECOMMENDATION

That the Interim Administrator of Ipswich City Council resolve:

That the 2019 -2020 annual membership payment to Healthy Land and Water be approved, as detailed previously in the meeting of the Environment Committee, August 2019 (Attachment 1), as an exemption under *Local Government Regulation 2012*, Division 3 Exceptions for medium-sized and large-sized contractual arrangements, section(s) 235 a and b.

** Item includes confidential papers

and any other items as considered necessary.

Doc ID No: A5983761

ITEM: 1

SUBJECT: REVIEW OF DISASTER SUB PLAN: ANIMALS AND LIVESTOCK

AUTHOR: PRINCIPAL OFFICER (EMERGENCY MANAGEMENT)

DATE: 2 JANUARY 2020

EXECUTIVE SUMMARY

This is a report concerning the review and amendment to the City of Ipswich Managing Animals and Livestock in a Disaster Sub Plan.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

- A. That the City of Ipswich Managing Animals and Livestock in a Disaster Sub Plan, as detailed in Attachment 1 of the report by the Emergency Management and Sustainability Manager dated 2 January 2020, be approved.**
- B. That the Local Disaster Coordinator, in consultation with the Interim Administrator and General Manager (Infrastructure and Environment), be authorised to make amendments deemed necessary on the basis of further comment received from the members of the Local Disaster Management Group (LDMG), who form part of the governance arrangements for the adoption and endorsement of this sub plan.**

RELATED PARTIES

There are no declaration of conflicts of interest.

ADVANCE IPSWICH THEME

Caring for the community

PURPOSE OF REPORT/BACKGROUND

In accordance with section 57 of the *Disaster Management Act 2003*, “a local government must prepare a plan (a local disaster management plan) for disaster management in the local government’s area”. This may include the preparation of any disaster management sub plans deemed necessary.

Council identified that a sub plan for animal welfare was necessary and prepared an Animal Welfare Disaster Sub Plan which was adopted by Committee No 2014 (08) of 18 August 2014 Council Ordinary Meeting of 26 August 2014.

The 2014 plan has been reviewed and updated to reflect changes in practice; inclusion of livestock, and lessons and information from events such as the Townsville Monsoonal disaster event. The updated plan is included as **Attachment 1**.

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Disaster Management Act 2003

RISK MANAGEMENT IMPLICATIONS

In the event that the sub plan is not approved, there are potential risks that the current plan may not be fit for purpose, nor reflect current practises and lessons identified from other disaster events.

FINANCIAL/RESOURCE IMPLICATIONS

There are no additional financial implications as a result of adoption of this report.



COMMUNITY AND OTHER CONSULTATION

The contents of this report did not require any community consultation. In addition to internal consultation with Animal Management Operations, members of the City of Ipswich LDMG and partner agencies from government and non-government entities will be given the opportunity to contribute to the update of the plan during the LDMG endorsement process.

CONCLUSION

The updated sub plan fulfils the requirement of the *Disaster Management Act 2003* and ensures that Council's approach is aligned with the Queensland State Disaster Management Plan and current practices.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Managing Animals and Livestock in a Disaster Sub Plan  
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Matthew Pinder

PRINCIPAL OFFICER (EMERGENCY MANAGEMENT)

I concur with the recommendations contained in this report.

Kaye Cavanagh

MANAGER, ENVIRONMENT AND SUSTAINABILITY

I concur with the recommendations contained in this report.

Charlie Dill

GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

“Together, we proudly enhance the quality of life for our community”

City of Ipswich
Local Disaster Management Sub Plan

Managing Animals and Livestock in Disaster

A3980095: Jan 2020



Approval and Endorsement

Approval by resolution at the Council Ordinary Meeting of XXXX.

Endorsement by the City of Ipswich Local Disaster Management Group Meeting of XXX



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PART 1: ADMINISTRATION AND GOVERNANCE

1.1 Authorising environment

This plan is prepared by Ipswich City Council under the auspices of the Local Disaster Management Plan (LDMP) for the City of Ipswich and pursuant to the provisions of Section 57(1) of the Disaster Management Act 2003.

1.2 Principles

This sub plan has been prepared as a supporting document to the LDMP. Accordingly it must be read in conjunction with the LDMP itself. With the exception of pertinent information reference to existing statements, definitions and acronyms will be excluded from the sub plan.

Each disaster event is unique and adaptations to this material will required on a case by case basis.

1.3 Purpose

The purpose of this sub plan is for the establishment and management of strategies relevant to pet and livestock management during disaster events.

This plan provides additional information on how animals and their owners are impacted by a disaster event. It will describe policies and procedures for evacuation, care and control of animals and livestock during a disaster as well as the related roles and responsibilities of participating agencies and external partners.

While owners and carers of animals are encouraged to plan ahead for the care of their pets and livestock in an emergency, it is acknowledged that due to forced evacuation and other factors some animal owners may need to bring their animals to evacuation centres and assembly buildings.

Failure to plan for the animal population will affect the viability of disaster plans for humans in those instances where people will not evacuate without their animals or will delay their own evacuation to first make preparations for animals. Further, failure to plan for animals prior to an emergency may lead to serious public health and safety concerns during an emergency or disaster.

1.4 Key objectives

The key objectives of this sub plan is to outline arrangements for:

- Domestic (including animals domiciled on land used for farming) animals that are ordinarily kept by Ipswich Residents
- Care of animals at relevant evacuation centres, temporary animal shelters and longer term animal care arrangements
- Livestock that is to be left behind by owners/carers

- The responsibility of Commercial Animal Management Industry in an emergency

This sub plan does not cover arrangements for:

- Emergency arrangements for native or introduced wildlife
- Exotic diseases in animals
- Local Government is not the lead agency with respect to animal disease outbreaks, such as Avian Influenza. For the purpose of this document Ipswich City Council may provide assistance, where requested, to the applicable state or federal agency which is responsible for such matters

1.5 Continuous improvement

This document will be reviewed at least annually¹ with relevant amendments made and distributed as needed. The review process will be in accordance with the State guidelines. Minor amendments that do not materially affect the plan are able to be authorised by the Principal Officer (Emergency Management).

It is acknowledged that feedback from stakeholders is essential. Proposals for amendments or inclusions can be addressed in writing to:

Post Chief Executive Officer
 Attention: Emergency Management Unit
 Ipswich City Council
 PO Box 191, Ipswich QLD 4305

Email council@ipswich.qld.gov.au

¹ Section 59, Disaster Management Act 2003, Reviewing and Renewing (the) Plan

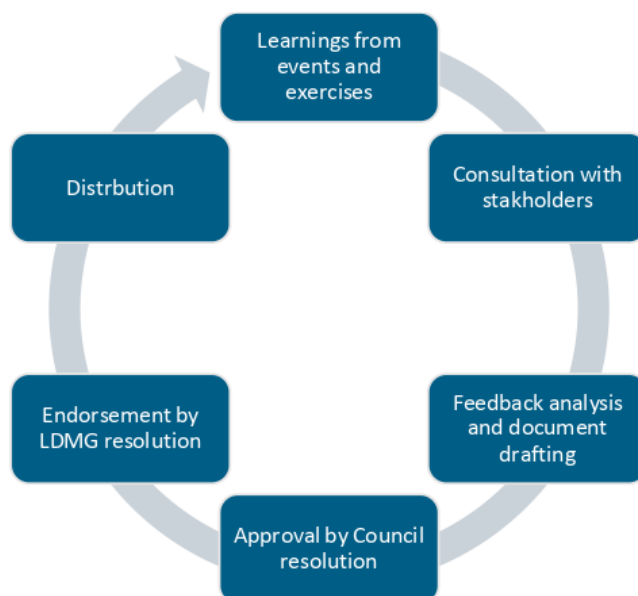


Figure 1 - Continuous Improvement Cycle

1.6 Amendment register

Major document review history is maintained through Council's internal electronic document management system. Table 3 outlines minor and inconsequential amendments, between major reviews or amendments.

Vers	Date	Comment
3.00	Jan 2020	Draft for submission for Council resolution

Table 1 - Amendment register



PART 2: GUIDING PRINCIPLES

There are a number of management principles on which this sub plan is developed. These are discussed below:

- The safety and welfare of all people is the overarching priority at all times
- Animal owners are ultimately responsible for their animals during an emergency. In preparation, owners who are likely to be affected should have a plan in place to protect both themselves and their animals.
- Local government facilities should be a place of last resort. Accommodation with family or friends outside the affected area should always be the first option. Followed by potential pet friendly accommodation or boarding kennels.
- Evacuation centres are for the most part not able to cater for animals and are unable to cater for livestock.
- It is well documented human behaviour that many animal owners will not evacuate without their animals.
- Consideration of animals (pets, commercial animals, livestock and other animals) can impact on people's decision making and behaviour during emergency situations.²
- Many community members require assistance animals, this should be considered in disaster planning.
- Whilst the Local Disaster Management Plan exists to support the community in times of disaster, it is vital the community and individuals build resilience.
- Community education is vital

² Taylor, M., 2019, 'Managing Animals in disasters (MAiD)'. [Online], Available:
http://www.bnhcrc.com/sites/default/files/managed/downloads/managing_animals_in_disasters_maid_-_final.pdf (June, 2019)

2.1 Demographics and animal types

The city has over 109- square kilometres with an estimated 210,000 residents.³ According to a 2016 study by Animal Medicines Australia⁴ around 59% of Queensland Households are pet owners – therefore there are approximately 40,000+ households owning pets in the City of Ipswich area. Based on this study, the following is an estimate of the number of households owning dogs and cats in the City of Ipswich.

Animal Type	Percentage of households owning pets	Number of households owning pets
Dogs	18.97%	30,000 registered ⁵
Cats [#]	4.74%	5,000 registered

Table 2 - Dog and cat registrations Ipswich LGA

Note: You can keep up to two cats on your property (less than 2,000m²) or four cats (more than 2,000m²) without needing a permit.

Animal Medicines Australia provide some statistics on the type of animals and percentages of households owning pets across the country, particularly in Queensland, and shows that the State average is similar to that of the national statistics on pet ownership⁴.

Animal Type	Percentage of households owning pets in QLD
Dogs	37%
Cats	26%
Fish	9%
Birds	10%
Reptiles	2%
Small Mammals	2%
Other Pets	2%
Total Households owning any pet	59%

Table 3 - Queensland animal ownership statistics from Animal Medicines Australia

³ Ipswich city Council, 2019, 'About Ipswich', [Online], available: https://www.ipswich.qld.gov.au/about_ipswich, (August, 2019)

⁴ Animal Medicines Australia, 2016, 'Pet Ownership in Australia', [Online], Available: http://animalmedicinesaustralia.org.au/wp-content/uploads/2016/11/AMA_Pet-Ownership-in-Australia-2016-Report_sml.pdf (August, 2019)

⁵ Ipswich City Council, 2019 'Dogs and Cats' [Online], available at <https://www.ipswich.qld.gov.au/residents/animals/dogs-and-cats>, (January 2020)

PART 3: ROLES & RESPONSIBILITIES

The below table provides indicative roles and responsibilities of pet owners/carers and other organisations.

Organisation	Roles and Responsibilities
Pet Owners (Primary Careers)	Hold the primary responsibility for pets in their care during an emergency. Should have plans in place to protect pets in the event of an emergency as well as the required documentation and supplies needed should the animal need to be taken to a shelter or evacuation centre.
Assistance Dogs Australia	Assist with planning for accommodation of Assistance Dogs and their owners in evacuations centres and/or temporary shelters
Australian Veterinary Association (AVA)	Veterinary care and professional veterinary advice ⁶
Biosecurity Queensland, Department of Agriculture, Fisheries and Forestry	Provide lead agency response (e.g., animal disease outbreak) or specific animal advice ⁷
Commercial Animal Management Industry Including; <ul style="list-style-type: none"> • Zoos • Commercial Stables • Animal re-homing Centres • Wildlife • Pet shops • Boarding Kennels/ Catteries 	Under the Animal Care and Protection Act 2001, animal providers have a legal duty of care to take all reasonable steps to provide for the needs of their animals in a way that is appropriate. This includes having a plan of action to provide care and the best opportunities for animals in times of emergency. Including having prepared a risk assessment on potential hazards and the likelihood for them to occur. A template on creating a Commercial Animal Management Industry Plan is available through the Brisbane City Council.
Department of Agriculture and Fisheries	Provide advice on livestock welfare
Guide Dogs Queensland	Assist with planning for accommodation of Guide Dogs and their owners in evacuations centres and/or temporary shelters
ICC - Animal Management Operations (AMO)	Co-ordination of council animal management and pound resources in an emergency.
ICC - Environmental Health	Assist Queensland Health to respond to certain animal borne disease threats.
Local Animal Welfare Groups	Assist with fostering of animals on a temporary basis
Queensland Health	Response to animal disease outbreaks that may impinge upon human health, (e.g., swine flu, avian flu.) ⁸

⁶ Australian Veterinary Association, 2019, 'About the Australian Veterinary Association', [Online], Available: <https://www.ava.com.au/about-us/> (August, 2019)

⁷ Department of Agriculture, 2019, 'What we do', [Online], Available: <http://www.agriculture.gov.au/about/what-we-do> (August, 2019)



Organisation	Roles and Responsibilities
Queensland Police Service	Provision of traffic control when impounding/seizing animals on roads
RSPCA	<p>Extracted from the State Disaster Management Plan, 2018, p 96:</p> <ul style="list-style-type: none"> Monitoring the responsible care of animals, provide standards of care for animals and protect animals from unjustifiable, unnecessary or unreasonable pain; Collaboration with partner agencies and others to ensure that there is effective prevention, preparedness, response and recovery strategies and priorities for disaster management within a community; Assisting in identifying and addressing immediate, medium and long term animal welfare recovery needs so as to enhance the capacity of the local community to recover from a disaster
Veterinary practices	<p>Assessing which animals can be effectively treated and humanely put down animals with more severe injury.⁹</p> <p>Assist with assessment and treatment of animals.</p>

Table 4 - Roles and responsibilities

⁸ Queensland Government, 2019, 'Queensland Health's role in a disaster', [Online], Available: <https://www.health.qld.gov.au/public-health/disaster/management> (August, 2019)

⁹ Australian Veterinary Association, 2019, 'Natural Disasters', [Online], Available: <https://www.ava.com.au/policy-advocacy/advocacy/natural-disasters/> (August, 2019)



PART 4: COMMUNITY EDUCATION

It is vital that the Ipswich pet owning community is aware of their responsibilities in relation to their animals during an emergency. Information can be shared / obtained through the following sources.

Council Website

- Fact sheets, checklists, generic information, templates, links to external resources and support groups. To access the following factsheets search on <http://ipswich.qld.gov.au> website:
 - Caring for Animals
 - Birds, Poultry and Pigeon Fact Sheet
 - Livestock Fact Sheet

Social Media

- Council Facebook page and Twitter account

Face to Face Contact

- Animal management kiosks, animal management investigations, attendance at community events, etc.

Hotline

- Consider use of an animal hotline during an event to assist in response and recovery (1300 ANIMAL)

Local Media

- 94.9FM, Local newspaper and television

Community noticeboards

- Including at local shopping centres

Suburb specific information drops

- Reminders for vulnerable suburbs

PART 5: ANIMAL SHELTERING

Accommodation of animals in an evacuation centre or place of refuge should always be a last resort. There is a few options that should be considered to protect your pet should you need to evacuate.

Family or friends

- The first option should always be with family or friends outside the affected area that can better provide for animals

Pet accomodation

- Pet friendly accommodation or boarding kennels may be available and appropriate

In relation to wildlife, they should be transferred to authorised wildlife carers located in a safe area. The Functional Recovery Group Lead Agency is the Department of Environment & Heritage Protection and should be consulted for reports of injured wildlife during a disaster.

5.1 Types of evacuation¹⁰

Shelter in place

- People and animals stay in place until it is safe to leave

Voluntary evacuation

- An individual can decide when they want to evacuate

Directed evacuation

- A declared officer under legislation can direct people to evacuate

Where the emergency is on a small scale and evacuation is not necessary, sheltering in a safe and secure structure at home or with family and friends is the best option. To shelter in place with animals effectively, prior preparation and planning is required. If animal owners are not directly at risk from the acute effects of an event, the Local Disaster Management Group would strongly recommend they shelter in place (*provided it is safe to do so*).

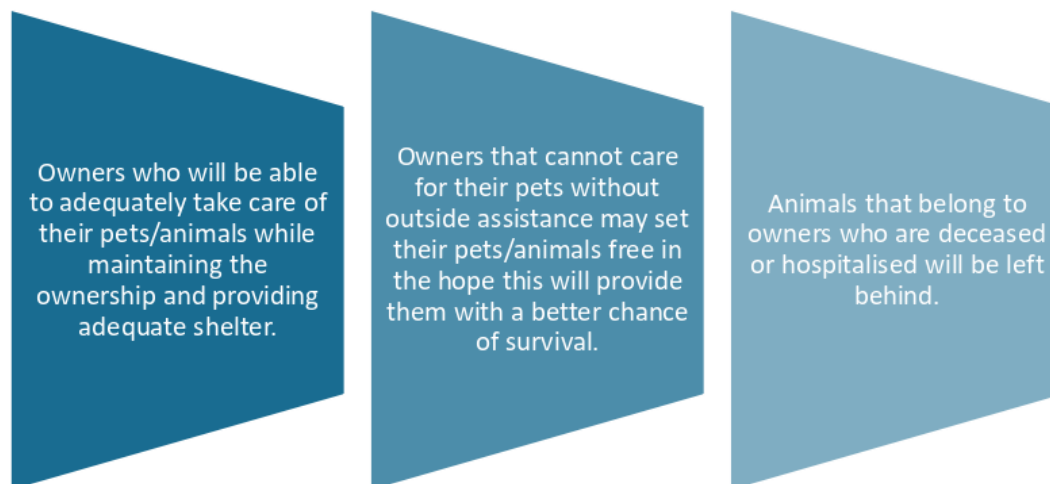
A checklist for sheltering in place can be found at: <http://ipswich.qld.gov.au/emergency>

¹⁰ Queensland Government, 2018, 'Evacuation: Responsibilities, Arrangements and Management', manual.1.190, pp 13 & 31



5.2 Shelter-in-place

In a **large scale event** which affects a great number of local populations there will be three (3) main scenarios involving animals:



The following avenues may be available to assist address animal management during a disaster:

- Trained officers and/or volunteers may organise feeding stations where freed animals can be provided with food and water until there are sufficient capacities for their collection and sheltering.
- Facilitate volunteer foster care for animals that are lost, surrendered or left behind after owners are deceased or hospitalised.
- Where resources allow, coordinate volunteers who can distribute food and other animal rations to owners that can still take care of their pets yet are unable to access necessary supplies.

5.3 Temporary shelter facilities



Where possible the Local Disaster Management Group, prior to the event, will identify and advertise safe locations for temporary shelter and care of animals during an event. These could be located in local showgrounds, warehouses, agricultural facilities, animal care facilities, road or rail livestock carriers, etc. This may include **evacuation centres** or **places of refuge**.

Upon presentation at a temporary shelter facility (such as an evacuation centre or place of refuge), a decision will be made as to whether the animal can be adequately housed and cared for at that evacuation centre. Some animals will not be accepted due to the species of animal, its behaviour or its need for specialised care.



5.3.1 Matters to be considered when accepting animals at a temporary shelter

The following factors will be considered by operator of a temporary shelter and should also be considered by the animal owner.

Matter to be considered	Consideration
Admission/identification	Each animal will be marked or tagged to allow easy identification as soon as possible after being brought to the centre. A register will be kept containing details of the animal and their owner. This area should be protected from the weather and away from high areas of public activity. The area may be equipped with examination tables, cages and kennels, a microchip scanner and should have access to water and electricity.
Animal Records 	Hard copy records (consent forms) will need to be completed and later transferred to electronic database to record details about each animal. Details of each animal should include: <ul style="list-style-type: none"> • Ownership • Description of each animal, breed, sex • Medical condition, pre-existing conditions • Temperament assessment • Immunisation / health declaration • Flea and Tick medication history
Preliminary Health and Behavioural Assessment	Each animal will be checked for its current health condition and behavioural issues (e.g. aggression). Triage sites or access to veterinary treatment for injuries, illness and humane destruction may be available.
Animal Holding Facilities 	Appropriate facilities will be provided to hold the animals until the emergency/disaster event has ended or the animals are transported to an impound facility. To reduce the threat of zoonosis and public safety, the animal holding area will be separate from the evacuee housing area. Personnel engaged in animal welfare at temporary shelters should use cages, crates, tethers, fencing and other appropriate methods of restraint to house all animals on site. Ideally each group of animals should be contained within a larger closable area to ensure that if an animal gets loose it cannot escape. Facilities should not be located near food or drink preparation areas.
Species	Where possible, animals will be separated by species (e.g. dogs/cats)
Owner Access – Domestic animals	Access to care for and feed domestic animals in an evacuation facility is unlikely to be feasible.
Owner Access – Livestock	Where possible, animal owners will be encouraged to provide care for livestock.
Food/Water	Owners should be bring their own supplies where possible. Animal food preparation areas will require food utensils. In considering temporary shelter for pets, preplanning should consider the availability of a clean and safe water supply.
Equipment	It is recognised that all equipment/supplies may not ordinarily be kept by council, however, through adequate planning, appropriate suppliers should be sourced and contact details kept. The following equipment should be



Matter to be considered	Consideration
	<p>available for use in an emergency/disaster:</p> <ul style="list-style-type: none"> • Animal Record Cards and stationary • Bedding, toys and blankets • Chain/rope to tether animals • Collars, leashes and muzzles • Disinfectant, buckets and mops • Dog and cat cages • Kitty litter, litter trays/boxes, scoops and newspaper • Microchip readers • Trojan clips and D shackles for securing • Waster receptacles • Water and food containers • Flea treatment, brushes and towels
Waste Management	Sufficient and suitable waste receptacles will be made available solely for use by the temporary animal shelter. This includes specialised waste receptacles and services such as restricted and contaminated waste. These receptacles will be serviced on an as required basis.
Quarantine/Infectious Diseases	Where it is ascertained that evacuated animals may have an infectious condition, they will be quarantined, in accordance with quarantine procedures, to prevent the spread of disease to humans and other animals.
Abandoned Animals	Animals presented at an evacuation centre by persons who are not the owner of such animals will not be accepted unless they wish to take responsibility for that animal.
Cleaning and Maintenance	Cleaning and maintenance of animal holding areas is to be carried out in accordance with the cleaning schedule. This also includes decontamination of any area used as a shelter. An animal's crate, box or pen should be cleaned daily. These should not be washed in the food preparation area. The animal cage cleaning area needs to be set up near a water source and not somewhere that the run off will cause contamination to other parts of the facility.

Table 5 - Matters of consideration when accepting domestic pets in temporary shelters

5.3.2 Temporary sheltering arrangements for livestock

Livestock will not be accepted nor held at evacuation centres except under extenuating circumstances or if directed to do so by a lead agency such as Queensland Police. In the event that livestock are temporarily held at an evacuation centre, arrangements will be made to transport the animal(s) to an appropriate impound facility as soon as resources become available.

If it is your intention to evacuate your property leaving livestock behind, it is recommended that you¹¹:

- Move livestock to higher ground if there is a risk of flooding. This can also mean opening gates to other paddocks giving animal's access to other areas in order to escape rising water or out of control bush fires.
- Remove or clear flammable items – especially near where animals may be kept. This includes rugs and halters as they can often burn or melt in fires.
- Ensure that livestock can be identified in the event they become lost and displaced. This can include brands, NLIS devices, microchips and name tags
- Purchase emergency fodder supplies and store them in safe place, possibly undercover. Ensure adequate stocks of food, medication and water are available to last a period of emergency.
- Secure loose items around the home that may become airborne during high winds and cause damage to animals.
- Move to a neighbouring property if appropriate and permission has been sought.

5.4 Transport arrangements

The Local Disaster Management Group must acknowledge that it is a requirement of the *Animal Care and Protection Act 2001* that animals are transported appropriately and without cruelty.

- Animals must not be confined or transported without appropriate preparation, provided appropriate food, rest, shelter and water.
- In a way that is inappropriate for the animals' welfare.
- By placing the animal, during the confinement or transport, with too few or too many other animals or with a species of animal with which it is incompatible.
- By ensuring the animal is not transported in an unsuitable container or vehicle.
- Vehicle type/availability and the ratio of carers escorting animal's needs to be considered also.

¹¹ Queensland Government, 2019, 'Preparing Animals for Natural Disasters', [Online], Available: <https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/rural-disaster-recovery/disaster-recovery-livestock/animal-welfare/preparing-animals> (01/08/2019)

PART 6: RETURNING HOME

It is recognised that being placed in an emergency situation can be a stressful time for families, therefore following a natural disaster it is to be expected that there will be a period of readjust not only for yourself but for your pets as well. It is important to inspect animal living areas following your return, particularly after a flood. It may be appropriate to disinfect the area to protect animals from potential sources of contamination. You should also be mindful that your pets are not drinking any remaining flood water or eating any animal carcasses or left over debris.¹²

6.1 Monitoring Your pet

If your pet resided in an evacuation centre or was released in order to survive at any point during an emergency, then it is extremely important that you are vigilant in monitoring your pet following their return home. Initially, you should be monitoring them daily making sure they are settling in, eating properly and haven't sustained any injuries from unobserved debris.¹³

6.2 Disposal of animal carcasses – Livestock

It can be expected that there will be an increase in the number of deceased animals, particularly livestock after a disaster. Following a flood, animal carcasses can be found in a variety of places and it is important to remove and dispose of the animal accordingly due to a higher risk of infectious diseases spreading as a result of contaminated water sources and unattended waste.

The responsibility for disposal of these animals, remains with the owner/carer and can be achieved through either burying or burning. It is recommended that owners intending to undertake these actions use the following precautions.¹⁴

Wear protective clothing, such as waterproof gloves, boots and protective eyewear	Cover all open wounds	Clean and disinfect all clothes and boots following handling of carcass
Wash clothes separately from other clothing	Wash hands thoroughly	Shower and wash hair after handling carcass and carcass-contaminated materials

¹²Queensland Government – Business Queensland, 2019, 'Disinfecting Animal Living Areas after Flood Damage' [Online], Available: <https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/rural-disaster-recovery/disaster-recovery-livestock/animal-welfare/disinfecting> (14/08/2019)

¹³ Queensland Government – Business Queensland, 2019, 'Bringing animals home after a natural disaster' [Online], Available: <https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/rural-disaster-recovery/disaster-recovery-livestock/animal-welfare/disinfecting> (14/08/2019)

¹⁴ Centres for Disease Control and Prevention, 2005, 'Animal Disposal Following an Emergency', [Online], Available: <https://www.cdc.gov/disasters/animaldisposal.html> (14/08/2019)

PART 7: POTENTIAL STRATEGIES IN A CATASTROPHIC DISASTER

Emergency animal feeding avenues	Considerations	Agencies potentially involved
Trained officers and/or volunteers will organise feeding stations where freed animals may be provided with food and water until there are sufficient capacities for their collection and sheltering	<ul style="list-style-type: none"> Type of animals – domestic/livestock Type of feed required How to locate, transport, contain and control animals Identify safer locations as feeding sites Register of available staff to assist Resource requirements and financial arrangements Personnel safety Safe return of animals to owners AMO to ensure areas utilised for feeding and holding animals are cleaned at the completion of operations 	<ul style="list-style-type: none"> Ipswich City Council RSPCA Vet nurses and surgeons Local animal welfare groups
Facilitate volunteer foster care for animals that are lost, surrendered or left behind after owners are deceased or hospitalised	<ul style="list-style-type: none"> Type of animals – domestic/livestock Type of feed required How to locate, transport, contain and control animals Identify and register available foster care volunteers Register of available staff to assist Resource requirements and financial arrangements Personnel safety Safe return of animals 	<ul style="list-style-type: none"> Ipswich City Council RSPCA Local animal welfare groups Veterinarians
Where resources allow, coordinate volunteers who may distribute food and other animal rations to owners that can still take care of their pets yet are unable to access necessary supplies	<ul style="list-style-type: none"> Type of animals – domestic/livestock Type of feed required Transportation for volunteers to distribute feed Registration of Requests for Assistance (RFA) and monitoring measures Available staff to assist Resource requirements Personnel safety Consider evacuating resident and animals if safe to do so and advise LDCC for their approval and action 	<ul style="list-style-type: none"> Ipswich City Council Local animal welfare groups

Table 6 - Potential strategies in catastrophic disasters



ANNEXURES

7.1 Annexure 1 – Schedule of tables and figures

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Doc ID No: A5997993

ITEM: 2

SUBJECT: PAYMENT OF MEMBERSHIP TO HEALTHY LAND AND WATER, THE REGIONAL
NATURAL RESOURCE MANAGEMENT BODY FOR SOUTH EAST QUEENSLAND

AUTHOR: NATURAL ENVIRONMENT AND LAND MANAGER

DATE: 10 JANUARY 2020

EXECUTIVE SUMMARY

This is a report concerning the justification and authorisation for the payment of Ipswich City Council's annual membership fees for Healthy Land and Water, 2019 to 2020. Council's previous 3 year membership agreement expired on 30 June 2019.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

That the 2019 -2020 annual membership payment to Healthy Land and Water be approved, as detailed previously in the meeting of the Environment Committee, August 2019 (Attachment 1), as an exemption under *Local Government Regulation 2012*, Division 3 Exceptions for medium-sized and large-sized contractual arrangements, section(s) 235 a and b.

PURPOSE OF REPORT/BACKGROUND

The payment process of the annual membership for Healthy Land and Water (HLW) falls outside council standard procurement procedures as the organisation is a not for profit, non-government organisation which is member funded with additional financial and in kind support from the Queensland government.

Advice received upon review of the agreement stated that while the terms itself are sound further information was required around which service or membership is being procured which was neither clear nor easily determined. As such legal services could not sign off on council's execution of the agreement until this was clarified.

Previously payments were made as a community contribution. However advice was received that we cannot consider the Agreement and contribution to be that of a 'community grant and in-kind assistance' as it does not comply with the Applicant Guidelines (Guidelines) which form a part of the Community Grants and In-Kind Assistance Policy (Council Resolution 26 June 2018). The Guidelines provide opportunities for funding to a maximum of \$10,000 and the Agreement is significantly beyond that figure.

Internal and external discussions with other local governments and within Ipswich City Council suggested that the transaction would be most suited to execution as an exemption under *Local Government Regulation 2012*, Division 3 Exceptions for medium-sized and large-sized contractual arrangements, section(s) 235 a and b. This includes:

“A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or

(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
[...].”

This is believed to be reasonable given the type and arrangement of the membership and subsequent service for reasons outlined below however would also require a council resolution to support the decision as this was not deemed to be overtly or specifically made in the previous committee report (Attachment 1).

The service and benefits provided to Ipswich City Council through the membership of Healthy Land and Water (HLW) would not necessarily be available via a standard contractual arrangement with commercial suppliers for a number of reasons including:-



- As a regional body HLW are able to leverage the membership funding from all SEQ local councils and utilities and provide regional advice, data and information pertaining to SEQ catchments and sub catchments.
- HLW have amassed over 20 years of annual water quality and ecological data for the region and have developed tools and models to use this data to identify water quality trends.
- HLW have developed and tested the regional methodology for collecting and analysing the data consistently across the region.
- Invitation for quotations for an identical service would probably require a similar inter government arrangement be established with neighbouring local governments as well as state agencies.
- A similar service or joint services may be available and sourced through a tender process however at present is no guarantee at this stage that this service would be of the same standard, regionally consistent or represent value for money to Council.

CONCLUSION

In August 2019 Council agreed that the membership payment should be made however did not detail the manner or mechanism by which the payment could be made given it sits outside standard procurement procedures.

Advice was sought and received that due to the unique nature of the agreement and the value offered by the service(s) provided by HLW as a result of the regional membership model, then the payment is eligible for an exemption under *Local Government Regulation 2012*, Division 3 Exceptions for medium-sized and large-sized contractual arrangements, section(s) 235 a and b.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Environment Committee Report 13 Aug 2019 - Item 1  
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Phil Smith

NATURAL ENVIRONMENT AND LAND MANAGER

I concur with the recommendations contained in this report.

Kaye Cavanagh

MANAGER, ENVIRONMENT AND SUSTAINABILITY

I concur with the recommendations contained in this report.

Charlie Dill

GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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ENVIRONMENT COMMITTEE
MEETING AGENDA

13 AUGUST
2019

Doc ID No: A5612723

ITEM: 1

SUBJECT: MEMBERSHIP OPTIONS FOR HEALTHY LAND AND WATER THE REGIONAL
NATURAL RESOURCE MANAGEMENT BODY FOR SOUTH EAST QUEENSLAND

AUTHOR: ACTING PRINCIPAL OFFICER (NATURAL RESOURCES)

DATE: 21 JUNE 2019

EXECUTIVE SUMMARY

This is a report concerning Ipswich City Council's membership for Healthy Land and Water over three years from 1 August 2019 to 30 June 2021. Council's previous 3 year membership agreement expired on 30 June 2019.

RECOMMENDATION/S

That the Interim Administrator of Ipswich City Council resolve:

- A. That Council (Interim Administrator of Ipswich City Council) enter into a three year membership funding agreement with Healthy Land and Water for the delivery of their Core Program and the Clean Up Program.
- B. That Council (Interim Administrator of Ipswich City Council) conduct an annual review of the value for money and applicability of the Core Program, and advise Healthy Land and Water of its continuation or not as per the funding agreement requirements.
- C. That Council (Interim Administrator of Ipswich City Council) not fund the Water by Design Core Plus program and continues to assess the needs of the organisation in the stormwater management space.
- D. That Council (Interim Administrator of Ipswich City Council) not fund the Healthy WaterPlay program.

RELATED PARTIES

Healthy Land and Water/Water by Design
South East Queensland Council of Mayors
South East Queensland Catchments Members Association

ADVANCE IPSWICH THEME LINKAGE

Caring for the environment

PURPOSE OF REPORT/BACKGROUND

Healthy Land and Water is an independent natural resource management body that is focussed on improving and protecting South East Queensland's environment, catchments and waterways. As a non-government and not for profit organisation they are financially supported through membership contributions, State and Commonwealth Government funding, and grants.

The remit of Healthy Land and Water currently includes:

- Provision of design and best practise stormwater and erosion and sediment control advice for urban stormwater management through the Water By Design Program
- Economic, Social and Ecological monitoring and modelling of catchment values
- Estuarine marine and freshwater environmental condition data collection, storage and provision
- A number of expert panels and the hosting of the South East Queensland Monitoring and Evaluation Steering Committee
- Production and publication of annual report cards and waterway health grades
- Provision of advice and guidance around recreational risk from water quality through the healthy waterway program

Some of these services are provided in the core program – which is covered by the three year membership funding agreement. Other services are provided on a fee-for-service basis, such as the Water by Design program.

Council's previous membership arrangements with Healthy Land and Water expired on 30 June 2019. This agreement covered the period from 2016 to 2019, at a total membership fee of \$224,000.

Due to funding reductions from State and Commonwealth Government, HLW have re-evaluated their funding model which will have an impact on the scope of activities covered under the core program. This is reflected in the funding arrangement. In addition to the core program, members have been requested to nominate which other programs they would like to 'opt in' to, such as the Healthy WaterPlay Program. A summary of core program inclusions and exclusions is contained in Attachment 1.

OPTIONS

A summary of the options and the costs are detailed below.

Item 2 / Attachment 1.

ENVIRONMENT COMMITTEE
MEETING AGENDA

13 AUGUST
2019

Option 1. Fund the Core Program only – as per the 3-year agreement (Attachment 2).

The core program includes the regional Ecosystems Health Monitoring Program, the annual report card, a base level of 'Water by Design', and Council's representation on steering groups and panels.

CONTRIBUTION SCHEDULE				
FINANCIAL YEAR	2019-2020	2020-2021	2021-2022	TOTAL
CORE FUNDING	\$77,200	\$78,700	\$80,420	\$236,320

Option 2. Fund the Core Program plus the Clean Up Program – as per the 3-year agreement (Attachment 2).

This includes 18 days of water-based clean up with crews within the navigable reaches of the Bremer and Brisbane Rivers within the Ipswich Local Government Area. Also included is annual reports detailing total (by weight and item) and type of litter collected each year. This option is only available in addition to the core membership.

CONTRIBUTION SCHEDULE				
FINANCIAL YEAR	2019-2020	2020-2021	2021-2022	TOTAL
CORE FUNDING	\$77,200	\$78,700	\$80,420	\$236,320
CLEAN UP PROGRAM	\$20,000	\$20,000	\$20,000	\$60,000
ANNUAL TOTALS	\$97,200	\$98,700	\$100,420	\$296,320

Option 3. Fund the Water by Design Program extras (Attachment 3).

This was previously included in the Core program, and covered the provision of additional workshops, seminars and assistance in planning and design (2 days) offered to council. This option is an additional \$10,000 per annum. Currently, these additional services are considered outside of Council's current budget allocation and requirements.

Option 4. Fund the Healthy WaterPlay Program

This was previously included in the Core program, and covered committee and working group meetings, and educational materials for waterborne microbial risk to recreational water users. This option is \$5,000 per annum, and currently considered outside of Council's current budget allocation and requirements.

FINANCIAL/RESOURCE IMPLICATIONS

The maximum membership cost for Council including all four options would be \$341,320 over 3 years. The Core Program funding including the Clean Up Program is \$296,320 over 3 years.

Membership in Healthy Land and Water is a value add proposition, due to the leveraging of funding from a number of other organisations, SEQ local authorities, and State and Commonwealth Government funding.

The minimal investment for Council would be to not invest in any membership options, however this would require the immediate investigation and engagement of alternative services at an unknown, and likely, higher cost.

As the value for money of this and/or possible alternatives have not been fully explored at this stage it would be pertinent to investigate this during the course of the next membership period in order to better inform Council's options at the next juncture.

Council's budget for the 2019-2020 Healthy Land and Water membership contribution is \$95,000. The proposed contribution for Option 2 is \$97,200. The additional \$2,200 will be sourced from savings within the integrated water budget.

RISK MANAGEMENT IMPLICATIONS

There is a reputational risk to council in not committing to membership of the Regional NRM body. Currently all other councils in South East Queensland are committed members.

There is risk currently that levels of service are further compromised by continued cuts to the organisation. Council has some surety through the membership agreement.

There is a risk to Council that through not funding the Healthy Land and Water membership and thus excluding Council from the monitoring and reporting tool that, in the absence of any approved alternative, no waterway health or water quality monitoring will occur this year. This will therefore mean that council will not be aware of how the waterway health compares to the Australian and New Zealand Guidelines for Fresh and Marine Water Quality (2018) and in turn determine compliance, or otherwise with the Queensland Environmental Protection Policy (Water).

LEGAL/POLICY BASIS

This report and its recommendations are consistent with the following legislative provisions:
Not Applicable

COMMUNITY AND OTHER CONSULTATION

Internal consultation with those staff identified as using or working with Healthy Land and Water took place in light of the service review and prior to that by Healthy Land and Water in the development of the options suite.

CONCLUSION

Healthy Land and Water are seeking Council's commitment for membership funding over the next three years for the period from 1 August 2019 to 30 June 2022. Council's previous three year agreement expired on 30 June 2019.

Healthy Land and Water have presented a membership agreement covering the core and Clean Up programs, to a value of \$296,320 over three years. Additional services are provided as optional extras, to a value of \$45,000 over the same period. These additional services were previously included in the core program, but have been excluded due to

Healthy Land and Water's financial constraints. Council has the choice of paying for a Core Membership as well as non-core options.

Given uncertainty about the value for money of the 'extra' options and weighing this up against reputational and professional risk, it is recommended that Council enters into a three year agreement for the Core and Clean-up programs only and to use this as a transition period to explore alternative options and the value for money benefits.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Healthy Land and Water Membership - Core Deliverables 2019- 2022
2.	HLW Network Member Agreement 2019-2022
3.	Water By Design - Program deliverables

Phil Smith

ACTING PRINCIPAL OFFICER (NATURAL RESOURCES)

I concur with the recommendations contained in this report.

Kaye Cavanagh

SPORT RECREATION AND NATURAL RESOURCES MANAGER

I concur with the recommendations contained in this report.

Charlie Dill

GENERAL MANAGER - INFRASTRUCTURE AND ENVIRONMENT

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