



Gladstone Regional Council

Council Policy

Title	GLADSTONE REGION STATE EMERGENCY SERVICE FUNDING ARRANGEMENTS
Policy Number	P-2019-01
Business Unit/s	FINANCE, GOVERNANCE & RISK OPERATIONS
Date of Adoption	19 MARCH 2019
Resolution Number	G/19/3696
Review Date	19 MARCH 2022
Date Repealed	

1.0 PURPOSE:

To detail arrangements for the financial support of the State Emergency Service Unit and Groups within the Council region.

2.0 SCOPE:

The State Emergency Service Unit and associated State Emergency Service Groups in the Council region.

3.0 RELATED LEGISLATION:

- *Disaster Management Act 2003*
- *Fire and Emergency Services Act 1990*

4.0 RELATED DOCUMENTS:

- *Memorandum of Agreement with the Queensland Government*
- *SES Operations Doctrine*
- *SES Non-Recurrent Subsidy Guidelines*

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **“Chair of the Management Group”** means the elected member (a Councillor) of Council nominated by Council as Chair of the Gladstone Regional Council SES Management Group (the Management Group).
- **“Council”** means Gladstone Regional Council.
- **“Management Group”** means the Gladstone Regional Council SES Management Group as established by Council and comprising of Council Officers, the SES Local

Controller and the Area Controller (SES) Queensland Fire and Emergency Services or delegate. This group is chaired by an appointed Councillor.

- **“SES Unit”** means *the State Emergency Service Unit for the Council region as constituted under the Fire and Emergency Services Act 1990. (The SES Unit typically also includes the Local Controller and Deputy Controllers for the Council region).*
- **“Local Controller”** means *the Local Controller of the SES Unit for the Council region as appointed under the Fire and Emergency Services Act 1990.*
- **“Local Disaster Coordinator”** means *the Local Disaster Coordinator as appointed in accord with the Disaster Management Act 2003.*
- **“SES Group”** means *a sub-group comprising a number of State Emergency Service volunteers within a defined sub-region of the Council region. (The SES Group typically has an appointed Group Leader who reports to the Local Controller).*
- **“SES Recurrent Subsidy Program”** means *a Queensland Government program administered by Queensland Fire and Emergency Services, the objective of which is to assist local governments in defraying administrative and operational costs associated with local SES Units and SES Groups undertaking authorised SES activities.*
- **“SES Non-Recurrent Subsidy Program”** means *a Queensland Government program administered by Queensland Fire and Emergency Services, the aim of which is to provide assistance to Local Governments in providing a high quality emergency and disaster service by supporting the activities of the SES. This is primarily for the acquisition of vehicles and accommodation facilities and office equipment and is subject to application each year.*
- **“SES Volunteer Executives”** means *the appointed SES Unit Local Controller, Deputy Controllers and SES Group Leaders.*
- **“Vehicles”** means *passenger vehicles, trucks, light commercials, rescue trailers, general trailers, boat trailers and flood boats.*

6.0 POLICY STATEMENT:

The Disaster Management Act 2003 states in Section 80 that a function of local government is to ensure it has a disaster response capability. A "disaster response capability", for a local government, means the ability to provide equipment and a suitable number of persons, using the resources available to the local government, to effectively deal with, or help another entity to deal with, an emergency situation or a disaster in the local government's area.

Council's involvement with, and support of, the State Emergency Service (SES) within the Council region is a significant part of Council's response in ensuring that it has a suitable disaster response capability under the *Disaster Management Act 2003*.

6.1 Composition, Meetings and Functions of the Management Group

6.1.1 Composition of the Management Group

The Management Group consists of the following persons:

- An elected representative (a Councillor) nominated by Council as Chair;
- The General Manager Finance, Governance & Risk of Council;
- The Local Disaster Coordinator of Council;
- The Disaster Response Specialist of Council;
- The Local Controller, Gladstone SES Unit; and
- The Area Controller (SES) or other nominated representative from Queensland Fire and Emergency Services.

6.1.2 Frequency of meetings of Management Group

The Management Group shall meet as and when required in order to perform its functions.

6.1.3 Functions of Management Group

The Management Group shall operate within the bounds of the Council resolution establishing the Gladstone Regional Council SES Management Group (24 March 2009 09/160) as follows:

- Formulate financial and other associated policy;
- Develop and recommend to Council asset acquisition, replacement and maintenance programs, including elements for standardisation;
- Evaluate funding submissions and determine allocations;
- Review progress of allocations and reallocate if and as necessary;
- Provide management support to the Volunteer SES Local Controller; and
- Monitor the disaster/emergency response capability of the SES Unit.

6.2 Implications of Ownership of SES Buildings, Vehicles and Equipment and obligations to assist with Training of SES Volunteers

6.2.1 Ownership

With the exception of most communications equipment which remains the property of the State Government through Queensland Fire and Emergency Services, the SES Unit and SES Group buildings, vehicles and other equipment within the Council region, regardless of how acquired, are the property of Council.

- a) As a result of their being Council ownership of these buildings, vehicles and other equipment there are inherent obligations of Council with respect to these assets including:
 - i. Operation & maintenance requirements (including electricity, telephone, fuel, stationery, and minor maintenance/repair to equipment.);
 - ii. Capital Costs for new, upgrade and replacements of building Vehicles and equipment.
- b) In addition, Council recognises that SES Unit and SES Groups require funding for:
 - i. minor training activities & travel;
 - ii. involvement in SES Unit meetings;
 - iii. SES Unit conducted training activities/exercises; and
 - iv. other associated costs.

6.2.2 Council Funding Provision

- a) Council's funding provision is founded on the basis that it is unreasonable to expect volunteers to fundraise in order to provide an emergency service (in its entirety), particularly given the statutory training and subsequent administrative requirements pertaining to emergency service volunteers.
- b) In recognition of this foundation principle Council accepts its obligations by:
 - i. providing an annual budget allocation towards the SES Unit and SES Groups for:
 - vehicle maintenance and repairs;
 - building and equipment maintenance and repairs; and
 - Minor training activities and travel;
 - ii. providing an annual budget allocation towards the SES Unit for:
 - involvement in SES Unit meetings;
 - SES Unit conducted training activities/exercises; and
 - other associated costs;
 - iii. providing an honorarium for the Local Controller in recognition of the time and effort required in managing and coordinating the SES Unit and SES Groups in the Council region;
 - iv. providing funding for specific projects, minor equipment acquisitions and minor upgrades to facilities or similar matters if and as required; and
 - v. supporting capital funding costs such as for vehicles, buildings, and significant equipment acquisitions (specialised or not) and/or significant upgrades/repairs to buildings.
- c) All capital funding will be considered in conjunction with the SES Non-Recurrent Subsidies Program delivered by the State Government as administered by Queensland Fire and Emergency Services.
- d) Council funding is reviewed annually as part of Council's annual budget preparation with funding amounts amended based on SES Unit and SES Group needs and Council's budgetary constraints.

6.2.3 Documentation required for funding eligibility

To be eligible for a Council funding allocation for specific projects, minor equipment acquisitions and minor upgrades to facilities or similar matters, SES Volunteer Executives are to comply with the following requirements:

- a) SES Unit and SES Groups, through the relevant SES Volunteer Executive, are to provide a funding submission, with supporting justification, to the SES Local Controller who will make comment and forward the submission with comments to Council for deliberation by the Management Group.
- b) Ideally, funding submissions should include:
 - updated details of the 3 to 5 year operational and/or development plans for the progress of the SES Unit or SES Group;
 - details of past operational activities;
 - details of active membership, training activities and other data; and

- justification of various items within the submission.
- c) Where a special allocation has been provided to a SES Unit or SES Group, the SES Unit or SES Group is to provide a financial report to demonstrate the appropriate use of such funding allocation.
- d) These reports are to be submitted to the SES Local Controller and the Council when requested each year.

6.2.4 Carry-forward on Unutilised Council Funding Allocations

Any unused moneys allocated to the SES budget at the 30 June will be carried over to the following financial year and be kept in reserve for contributing to future capital outlays or significant projects.

6.2.5 Funds Management

- a) All funds allocated by Council and/or obtained by Council towards SES Unit or SES Group operational and capital funding are to be held and administered by Council.
- b) Expenditure of those funds will be managed by Council in accord with Council's Procurement Policy and Financial Delegations.
- c) Utility and recurring costs such as telephone and electricity are to be paid direct by Council from the allocated funds and recorded against each SES Unit or SES Group.
- d) There are exceptions where costs are incurred by the SES Unit and SES Group direct and claims are made of Council for the reimbursement of such costs.
- e) Where costs have been incurred by an SES Unit or an SES Group directly and a claim for reimbursement is submitted to Council, Council will review the claims made, along with the supporting documentation provided, and, if satisfied that the costs are a legitimate operational expense of the SES Unit or SES Group, reimburse the relevant SES Unit or SES Group.

6.2.7 Bank Details for Payments to be provided

- a) As payments to the SES Unit or SES Groups will be made by Council via Electronic Funds Transfer, the SES Unit and SES Groups must supply Council with their bank details to ensure payment can occur.
- b) Details required include the name and branch of the financial institution, the BSB number and the account number.
- c) Any changes to the bank and/or account details are to be notified to the Council at the earliest opportunity.

7.0 ATTACHMENTS:

1. Gladstone State Emergency Service Structure
2. Management Framework for State Emergency Service

8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

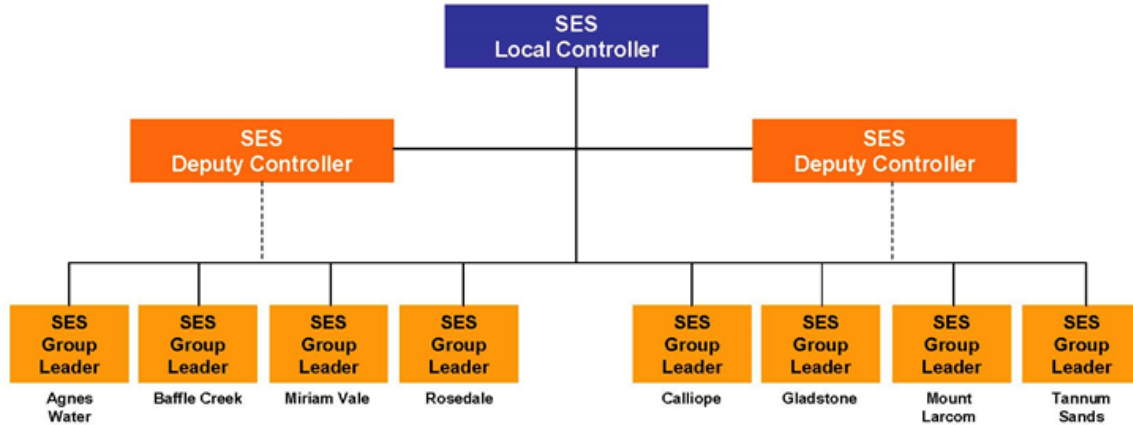
1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Adopted	05 May 2009	09/261	
Amendment 1	05 November 2013	G/13/1776	
Amendment 2	15 December 2015	G/15/2713	
Amendment 3	19 March 2019	G/19/3696	Formerly P-2015-31

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER

ATTACHMENT 1

GLADSTONE REGIONAL COUNCIL Gladstone State Emergency Service Structure



ATTACHMENT 2

GLADSTONE REGIONAL COUNCIL Management Framework for the State Emergency Service

