



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On 19 March 2019

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE	5
G/0.3.3. MESSAGES OF CONDOLENCE	6
G/0.3.4. DECLARATION OF INTERESTS	7
G/1. MAYORAL STATEMENT OF CURRENT ISSUES	10
G/2. CONFIRMATION OF MINUTES	11
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 5 MARCH 2019.	11
G/3. OFFICERS' REPORTS	12
G/3.1. OFFICE OF THE CEO	12
G/3.1.1. DELEGATES FOR LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND GENERAL MEETING APRIL 2019.....	12
G/3.2. STRATEGY AND TRANSFORMATION	13
G/3.2.1. BOYNE BURNETT INLAND RAIL TRAIL FEASIBILITY STUDY.....	13
G/3.2.2. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY MOTIONS	14
G/3.3. STRATEGIC ASSET PERFORMANCE	16
G/3.4. OPERATIONS	17
G/3.5. COMMUNITY DEVELOPMENT AND EVENTS	18
G/3.5.1. APPOINTMENTS TO RECONCILIATION ACTION PLAN REFERENCE GROUP	18
G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19.....	19
G/3.6. CUSTOMER EXPERIENCE	21
G/3.7. PEOPLE CULTURE AND SAFETY	22
G/3.8. FINANCE GOVERNANCE AND RISK	23
G/3.8.1. REVIEW OF COMMUNITY ENGAGEMENT POLICY	23
G/3.8.2. REVIEW OF RURAL FIRE BRIGADE FUNDING ARRANGEMENTS POLICY	24
G/3.8.3. REVIEW OF STATE EMERGENCY SERVICE FUNDING ARRANGEMENTS POLICY	25
G/3.8.4. MONTHLY FINANCIAL REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2019	26
G/4. DEPUTATIONS	27
G/5. COUNCILLORS REPORT	28

G/6. URGENT BUSINESS.....29
G/7. NOTICE OF MOTION30
G/8. CONFIDENTIAL ITEMS31
 G/8.1. 77/19 SEWER AND STORMWATER REHABILITATION PROJECT31
 G/8.2. WORKFORCE MANAGEMENT SERVICES SOLE SUPPLIER.....32

Elected Members

Councillor - Mayor M J Burnett
Councillor G G Churchill
Councillor K Goodluck
Councillor R A Hansen
Councillor P J Masters
Councillor D V O'Grady
Councillor P J Sobhanian
Councillor C A Trevor
Councillor N Muszkat

Officers

Mrs L Dowling (Chief Executive Officer)
Mrs D Clarke (Executive Assistant)

APOLOGIES

Nil

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

Nil

G/0.3.3. MESSAGES OF CONDOLENCE

Nil

G/0.3.4. DECLARATION OF INTERESTS

MATERIAL PERSONAL INTERESTS DECLARATION

Pursuant to section 175(C) of the Local Government Act 2009, where a Councillor declares a Material Personal Interest in an agenda item, the Councillor must leave the room for the agenda item.

Cr Trevor

Councillor Chris Trevor advised that in agenda item number **G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19**, he has a material personal interest with part of the recommendation for the Gladstone and District Junior Rugby League Inc as he has been a financial sponsor of the Jason Hetherington cup for many years. It is possible that he may stand to gain a benefit from the decision made today.

Accordingly, Cr Trevor elected to leave the meeting while this matter is discussed and voted on.

Cr Churchill

Councillor Glenn Churchill advised that in agenda item number **G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19**, he has a Material Personal Interest with this item as his local family Business "The Shed Company" (that is owned by his son and daughter-in-law), are sponsors and supporters of some of the community organisations in the recommendation, in particular, Gladstone Croquet Club and Gladstone District Rugby League Club Valleys. It is possible that he may stand to gain a benefit from the decision made today.

In addition, Cr Churchill also declared a perceived Conflict of Interest with this item as he is the Chairman of Gladstone PCYC, Diamond Life Member of QPCYWA and Gladstone Gymnastics is a long time tenant of PCYC.

Accordingly, Cr Churchill elected to leave the room while this matter is discussed and voted on.

Cr Sobhanian

Councillor PJ Sobhanian advised that in agenda item number **G/3.2.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY MOTIONS**, he has a material personal interest with this item as he has financial interests in Sunvalley Dental Pty Ltd that has clients with health insurance and may receive a benefit or suffer a loss dependent on the decision.

Accordingly, Cr Sobhanian elected to leave the room while this matter is discussed and voted on.

CONFLICTS OF INTEREST DECLARATION

Pursuant to section 175(E) of the Local Government Act 2009, where a Councillor declares a Conflict of Interest and elects to leave the room for an agenda item, a resolution of Council is not required.

Cr O'Grady

Councillor Desley O'Grady advised that in agenda item number **G/3.2.1. BOYNE BURNETT INLAND RAIL TRAIL FEASIBILITY STUDY**, she has a real conflict of interest as Cr O'Grady was the interim chair for 7 months of the Boyne Burnett Inland Rail Trail group & holds the position as patron for the BBIRT group.

Accordingly, Cr O'Grady elected to leave the room while this matter is discussed and voted on.

Cr O'Grady

Councillor Desley O'Grady advised that in agenda item number **G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19**, she has a perceived conflict of interest as she was a financial member of 1770 Dragons Sailing Club in 2017.

However, Cr O'Grady has determined that this perceived interest is not significant, and she will best perform her responsibility of serving the overall public interest of the whole community by participating in the discussion and voting on this matter.

Therefore, Cr O'Grady requested to stay in the room while this matter is discussed and voted on.

G/19 /3685 Council Resolution:

Moved Cr Muszkat
Seconded Cr Sobhanian

Council has determined that Cr O'Grady does not have a conflict of interest and can remain in the room and vote on Item G/3.5.2.

CARRIED

Cr Hansen

Councillor Rick Hansen advised that in agenda item number **G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19**, he has a perceived conflict of interest as he is a patron of the Gladstone Tennis & Squash Association Inc and an advisory board member of the PCYC.

Accordingly, Cr Hansen elected to leave the room while this matter is discussed and voted on.

Cr Muszkat

Councillor Natalia Muszkat advised that in agenda item number **G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19**, she has a perceived conflict of interest as she has donated raffle prizes to the Gladstone Gymnastics Club in the past and is also a past member of PCYC.

However, Cr Muszkat has determined that this perceived interest is not significant, and she will best perform her responsibility of serving the overall public interest of the whole community by participating in the discussion and voting on this matter.

Therefore, Cr Muszkat requested to stay in the room while this matter is discussed and voted on.

G/19 /3686 Council Resolution:

Moved Cr Burnett
Seconded Cr Masters

Council has determined that Cr Muszkat does not have a conflict of interest and can remain in the room and vote on Item G/3.5.2.

CARRIED

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Firstly, I'd like to acknowledge our Youth Council Chair, Nikita, who is supported by Salvador who is also a member of our Youth Council in the gallery to attend a Council meeting today.

On the 14 March I represented Queensland at the Australian Local Government Association Board meeting in Canberra with Redland City Mayor Karen Williams.

Saturday March 16 was the official opening of the Bray Park Skate Park and Pump Track. This project was funded through the Works for Queensland program a fantastic partnership between local Council and the Queensland Government. The works for Queensland program has been delivering right across our region with the following;

- Multipurpose Sports centre in Calliope;
- Tom Jeffery Park upgrade in Agnes Water;
- Gravel roads seals program;
- Lion's Park in Gladstone;

and many more facilities around the region, however it was Boyne/Tannum's turn on the weekend and what a fantastic park opening it was.

Yesterday I represented the Gladstone Region supported by Cath McKewen from Gladstone Regional Council and in conjunction with the Gladstone Chamber of Commerce at the Queensland Government Inquiry into a sustainable Queensland intrastate shipping industry.

I started by congratulating Rio Tinto on the 4 out of 12 ships that transport bauxite between Weipa and Gladstone that have Australia Seafarers on board.

Rio are good corporate citizens locally and this inquiry should not be about Rio Tinto but all ships that transport cargo between Queensland Ports never leaving Queensland waters. We have qualified and well trained local Seafarers. Imagine the job opportunities for Gladstone if legislation was passed that intrastate ships must be manned by Australian Seafarers.

To finish today our heart goes out to our Brothers and Sisters in Christchurch New Zealand after the terrible massacre last Friday.

This heartless attack of innocent victims has affected so many families.

Australia and New Zealand have a strong bond that can never be broken, and thoughts and prayers are with our neighbours at this time.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 5 MARCH 2019

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 5 March 2019.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 5 March 2019 be confirmed.

G/19 / 3687 Council Resolution:

Moved Cr Trevor
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

G/3. OFFICERS' REPORTS

G/3.1. OFFICE OF THE CEO

G/3.1.1. DELEGATES FOR LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND GENERAL MEETING APRIL 2019

File Ref: CM6.1

Purpose:

To nominate Council delegates for attendance and voting privileges at the 2 April 2019 General Meeting to be held by the Local Government Association of Queensland (LGAQ).

Officer's Recommendation:

That Council:

1. Authorise Mayor Burnett and Cr Goodluck as Gladstone Regional Council delegates to attend the LGAQ General Meeting to be held 2 April 2019 in Brisbane;
2. Allocate two votes to each delegate equally.

G/19 / 3688 Council Resolution:

Moved Cr Hansen
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

G/3.2. STRATEGY AND TRANSFORMATION

**Cr O'Grady (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.2.1.
(refer G/0.3.4 Disclosure of Interest section of the minutes – pages 7-9)**

G/3.2.1. BOYNE BURNETT INLAND RAIL TRAIL FEASIBILITY STUDY

File Ref: PRJ-208, SR5.1

Purpose:

The purpose of this report is to present the Boyne Burnett Inland Rail Trail Feasibility Study Report prepared by Mike Halliburton Associates dated March 2019 for consideration.

Officer's Recommendation:

That Council note the Boyne Burnett Inland Rail Trail Feasibility Study, March 2019 prepared by Mike Halliburton Associates and proceed no further at this stage.

G/19 / 3689 Council Resolution:

Moved Cr Hansen
Seconded Cr Churchill

That Council:

1. Note the Boyne Burnett Inland Rail Trail Feasibility Study, March 2019 prepared by Mike Halliburton Associates.
2. Allocate sufficient staff and budget resources in the 2019/2020 Operational Plan to continue with items 3 through to 7 below.
3. Undertakes Community Engagement with the broader community, adjoining landholders and key stakeholders.
4. Applies for 100% funding from DTMR for the detailed design development plan for both sections as recommended within the Gladstone Region.
5. Negotiate with DTMR/GAWB/BBIRT in relation to undertaking the on-going maintenance and ownership.
6. Seek commitment from GAWB in relation to development of the Rail Trail on their land.
7. Advocate for external funding.

CARRIED

**The meeting adjourned for morning tea
at 10.24 am and reconvened at 11.00 am.**

Cr Sobhanian (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.2.2.
(refer G/0.3.4 Disclosure of Interest section of the minutes – pages 7-9)

G/3.2.2. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY MOTIONS

File Ref: GR3.1

Purpose:

To provide Council with the opportunity to consider submission of motions to the National General Assembly of Local Government held by the Australian Local Government Association (ALGA) to be held 16 - 19 June 2019 in Canberra.

Officer's Recommendation:

That Council submit the following national general assembly motions to the Australian Local Government Association (ALGA):

1. That the Australian Local Government Association National General Assembly calls on the Australian Government to commit to investment in the development of future energy sources in order to ensure diversity of alternative sources of dispatchable power.
2. That the Australian Local Government Association National General Assembly supports the Roads of Strategic Importance (ROSI) policy of the Australian Government and the associated future budget commitments.
3. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate support to regional airports in order to provide affordable travel.
4. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate initiatives to support employment in rural regions.
5. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate initiatives to improve the level of healthcare in rural regions.

G/19 / 3690 Council Resolution:

Moved Cr Goodluck
Seconded Cr Masters

That Council submit the following national general assembly motions to the Australian Local Government Association (ALGA):

1. That the Australian Local Government Association National General Assembly calls on the Australian Government to commit to investment in the development of future energy sources in order to ensure diversity of alternative sources of dispatchable power.
2. That the Australian Local Government Association National General Assembly supports the Roads of Strategic Importance (ROSI) policy of the Australian Government and the associated future budget commitments.
3. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate support to regional airports in order to provide affordable travel.
4. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate initiatives to support employment in regional and rural Australia.

5. That the Australian Local Government Association National General Assembly calls on the Australian Government to consider appropriate initiatives to improve the level of healthcare in regional and rural Australia.
6. That the Australian Local Government Association National General Assembly calls on the Australian Government to review the policy around rebate structures for bulk billing services particularly to address the lacking services available to people in regional and rural centres.
7. That the Australian Local Government Association National General Assembly calls on the Australian Government to commit to a productivity commission review into private health insurance.

CARRIED

G/3.3. STRATEGIC ASSET PERFORMANCE

Nil

G/3.4. OPERATIONS

Nil

G/3.5. COMMUNITY DEVELOPMENT AND EVENTS

G/3.5.1. APPOINTMENTS TO RECONCILIATION ACTION PLAN REFERENCE GROUP

File Ref: CR8.1, CR3.2

Purpose:

To seek formal approval and appointment of a Chair to Gladstone Regional Council Reconciliation Action Plan Reference Group and approval and appointment of an additional member for the Gladstone Regional Council Reconciliation Action Plan Reference Group.

Officer's Recommendation:

That Council:

1. Appoint elected member Councillor Muszkat as the Chair of the Gladstone Regional Council Reconciliation Action Plan Reference Group.
2. Appoint Tia Horan as the seventh Committee member of the Gladstone Regional Council Reconciliation Action Plan Reference Group.

G/19 / 3691 Council Resolution:

Moved Cr O'Grady
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

Cr Trevor (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.5.2.
 (refer G/0.3.4 Disclosure of Interest section of the minutes – pages 7-9)

Cr Churchill (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.5.2.
 (refer G/0.3.4 Disclosure of Interest section of the minutes – pages 7-9)

Cr Hansen (declared Conflict of Interest)
left the room during the consideration and voting of Item G/3.5.2.
 (refer G/0.3.4 Disclosure of Interest section of the minutes – pages 7-9)

G/3.5.2. ASSESSMENT OF SPORT & RECREATIONAL REGIONAL EVENT FUNDING PROGRAM ROUND 2 - 2018/19

File Ref: SR3.1

Purpose:

Sport and Recreation Assessment Panel recommending allocation of Round 2 Regional Events Grant 2018/19.

Officer's Recommendation:

That the following applications under Round 2 of the Gladstone Regional Council Sport and Recreation Regional Events Grant be approved for funding as outlined below:

2018/2019 Regional Sport & Recreation Event Grant Program Round 2			
Applicant	Event Name	Requested Funding	Recommended Funding
Gladstone Road Runners	Gladstone Harbour Festival Fun Run	\$1,000.00	\$1,000.00
Gladstone Road Runners Inc	Ecofest Trail Run	\$500.00	\$500.00
Miriam Vale Ladies Bowling Club	Bush to Beach Carnival	\$800.00	\$800.00
Raw Movement (CrossFit Tannum Sands)	Beachside Mixer	\$3,000.00	\$3,000.00
Central Queensland Target Sports Club Inc	IPSCQ Handgun QLD State Titles 2019	\$3,000.00	\$3,000.00
1770 Dragons Inc	Round 4 Greater Wide Bay Dragon Boat Regatta	\$3,000.00	\$1,500.00
Gladstone Gymnastic Club Inc	Queensland Masters	\$2,800.00	\$2,800.00
Gladstone Netball Association	Pam Moore Carnival	\$3,000.00	\$3,000.00
Gladstone Croquet Club	Gladstone Easter Carnival	\$100.00	\$100.00
Central Queensland Drag Racing Association (C.Q.D.R.A.)	Summit Qld Championship Eighth Mile Series Round 2	\$3,000.00	\$3,000.00
Gladstone Tennis & squash Association Inc	2019 Gladstone Open Tennis Championship	\$3,000.00	\$3,000.00
Gladstone & District Junior Rugby League Inc	Jason Hetherington Cup	\$3,000.00	\$3,000.00
Miriam Vale and District Performance Horse Club Inc	Team Penning	\$3000.00	\$1500.00
		TOTAL	\$26,200.00

G/19/ 3692 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

G/3.6. CUSTOMER EXPERIENCE

Nil

G/3.7. PEOPLE CULTURE AND SAFETY

Nil

G/3.8. FINANCE GOVERNANCE AND RISK

G/3.8.1. REVIEW OF COMMUNITY ENGAGEMENT POLICY

File Ref: CM28.2

Purpose:

To review and adopt proposed changes to the Community Engagement Policy.

Officer's Recommendation:

That Council:

1. Repeal existing P-2014-20 – Community Engagement Policy; and
2. Adopt P-2019-06 – Community Engagement Policy.

G/19 / 3693 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That Council retain the existing policy.

MOTION LOST

A Division was called on the motion:

In Favour of the Motion: Crs Burnett, Goodluck, Masters, Sobhanian.

Against the Motion: Crs Churchill, Hansen, Muszkat, O'Grady, Trevor.

That Council:

1. Repeal existing P-2014-20 – Community Engagement Policy; and
2. Adopt P-2019-06 – Community Engagement Policy attached as **Addendum 1**.

G/19 / 3694 Council Resolution:

Moved Cr Hansen
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

A Division was called on the motion:

In Favour of the Motion: Crs Churchill, Hansen, Muszkat, O'Grady, Trevor.

Against the Motion: Crs Burnett, Goodluck, Masters, Sobhanian.

G/3.8.2. REVIEW OF RURAL FIRE BRIGADE FUNDING ARRANGEMENTS POLICY

File Ref: CM28.2

Purpose:

To review and adopt proposed changes to the Rural Fire Brigades Funding Arrangements Policy for the Gladstone Region.

Officer's Recommendation:

That Council:

1. Repeal P-2015/32 - Rural Fire Brigade Funding Arrangements Policy;
2. Rescind part 8 of Council Resolution G/16/2781 that adopts the Gladstone Regional Council Rural Fire Finance Committee as an Advisory Committee under section 264(1)(b) of the *Local Government Regulation 2012*; and
3. Adopt P-2019-02 - Rural Fire Brigade Funding Arrangements Policy attached as **Addendum 2**.

G/19 / 3695 Council Resolution:

Moved Cr Muszkat
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

G/3.8.3. REVIEW OF STATE EMERGENCY SERVICE FUNDING ARRANGEMENTS POLICY

File Ref: CM28.2

Purpose:

To review and adopt proposed changes to the Gladstone Region State Emergency Service Funding Arrangements Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2015/31 - Gladstone Region State Emergency Service Funding Arrangements Policy;
2. Rescind part 7 of Council Resolution G/16/2781 that adopts the Gladstone Regional Council SES Management Group as an Advisory Committee under section 264(1)(b) of the *Local Government Regulation 2012*; and
3. Adopt P-2019-01 – Gladstone Region State Emergency Service Funding Arrangements Policy attached as **Addendum 3**.

G/19 / 3696 Council Resolution:

Moved Cr Masters
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/3.8.4. MONTHLY FINANCIAL REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2019

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2018-19 year to date, for the period ended 28 February 2019, as required under Section 204 *Local Government Regulation 2012*.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to this report for the 2018-19 year to date, for the period ended 28 February 2019 as required under Section 204 *Local Government Regulation 2012*.

G/19 / 3697 Council Resolution:

Moved Cr Goodluck
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

G/4. DEPUTATIONS

Nil

G/5. COUNCILLORS REPORT

Nil

G/6. URGENT BUSINESS

Nil

G/7. NOTICE OF MOTION

Nil

G/8. CONFIDENTIAL ITEMS

G/19 / 3698 Procedural Motion:

Moved by Cr O'Grady
Seconded Cr Churchill

That in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting be closed to the public to discuss business relating to the following: -

- e) contracts proposed to be made by it.

CARRIED

G/19 / 3699 Procedural Motion:

Moved by Cr Sobhanian
Seconded Cr Hansen

That Council re-open the meeting to the public.

CARRIED

G/8.1. 77/19 SEWER AND STORMWATER REHABILITATION PROJECT

File Ref: WS9.1, PE1.1

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Interflow Pty Ltd for \$1,612,241.53 (exclusive of GST), as per their submission for Tender 77-19 Sewer and Stormwater Rehabilitation Project; and
2. Authorise the Chief Executive Officer to enter into a contract for the rehabilitation of sewer and storm water pipes in specified locations throughout the Gladstone region.

G/19 / 3700 Council Resolution:

Moved Cr Hansen
Seconded Cr Sobhanian

CARRIED

G/8.2. WORKFORCE MANAGEMENT SERVICES SOLE SUPPLIER

File Ref: PE1.1

G/19 / 3701 Council Resolution:

Moved Cr Churchill
Seconded Cr Masters

That Council:

1. Resolves, in accordance with Section 235(b) of the Local Government Regulation 2012, that it is satisfied Stellar Asia Pacific Pty Ltd can be engaged to supply workforce management services to Council due to the specialised nature of the service required and the disadvantage to Council to re-invite quotes; and
2. Authorises the Chief Executive Officer to enter into a six (6) month contract with Stellar Asia Pacific Pty Ltd with two (2) six-month extension options for the provision of workforce management services.

CARRIED

There being no further business the Mayor formally closed the meeting.

THE MEETING CLOSED AT 1.35pm

CERTIFICATION

I hereby confirm that I have read the minutes and they are a true and correct record of the proceedings of the meeting. I certify that these 49 pages form the official copy of Gladstone Regional Council General Meeting Minutes of the 19 March 2019.

.....
Mayor Matt Burnett

...../...../.....
Date

**ATTACHMENTS
ADDENDUM 1**



Gladstone Regional Council

Council Policy

Title	COMMUNITY ENGAGEMENT POLICY
Policy Number	P-2019-06
Business Unit/s	COMMUNITY DEVELOPMENT & EVENTS
Date of Adoption	
Resolution Number	
Review Due	
Date Repealed	

1.0 PURPOSE:

To ensure all residents and relevant stakeholders are provided with a fair and meaningful opportunity to participate and contribute to problem solving and planning decisions made by Council.

To provide effective stakeholder engagement enabling productive relationships, improved dialogue, create a culture of deliberation, putting the community at the core of Councils business and in turn stronger local democracy.

To ensure Council's community engagement practices are based, promote and enable best practice among Council workers and Councillors, ensuring Gladstone Regional Council meets its legislative requirements in relation to community engagement under the Queensland *Local Government Act 2009*.

2.0 SCOPE:

This policy applies to all Elected Members, Gladstone Regional Council employees, consultants contracted by Council and any other person/s that undertakes activities for Council.

This policy and associated documents define the principles underpinning Council's engagement activities, the role of Councillors and staff in engaging with the community; and the tools by which Council will maximise its engagement with the community to strengthen local democracy.

The policy scope acknowledges the role of stakeholders having a role in providing input into Councils decision making processes

3.0 RELATED LEGISLATION:

Local Government Act 2009

4.0 RELATED DOCUMENTS:

- Corporate Plan 2018-2023
 - Strategic Goal One – Connect - 'Engaged, involved and proud communities'
- Community Engagement Corporate Standard
- Community Engagement Toolkit
- International Association of Public Participation (IAP2) Spectrum
- International Association of Public Participation (IAP2) Assurance Standards

5.0 DEFINITIONS:

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

"Community" - means 'the public'. The community includes ratepayers, residents and all the people who live, work, study, conduct business or use the services, facilities and public places in the region.

"Community engagement" – any planned processes that involves the community in problem solving, planning or decision-making and uses community input to assist in making decisions. Community Engagement can include communicating with the community about decisions made; consulting on specific ideas or proposals; involving the community in planning processes; and collaborating with the community to make decisions.

"Contractor" – means an independent entity that agrees to provide a certain number or quantity of goods, material, equipment, personnel, and/or services.

"Employees" - means any person employed by Council including permanent, temporary, full time, part time and/or casual arrangement satisfying the requirements of an employee under the *Industrial Relations Act 2016 (Qld)*.

"Our People" – means any person undertaking work on behalf of Council and includes employees, volunteers, contractors (and their employees), consultants, vacation employment students and work experience students of Gladstone Regional Council.

"Policy" - means Gladstone Regional Council's Community Engagement Policy.

"International Association of Public Participation IAP2" – means an international member association which seeks to promote and improve the practice of public participation or community engagement, incorporating individuals, governments, institutions and affect the public interest.

"Stakeholders" – means a person or organisation that can affect, be affected by or perceive themselves to be affected by a decision or activities, products and services and associated performance. Organisations will have many stakeholders, each with distinct types and levels of involvement and often diverse and sometimes conflicting interests and concerns.

6.0 POLICY STATEMENT:

Council recognises that engagement with the community and other stakeholders is an important part of the democratic process. Community and stakeholder engagement enables Councillors and staff to be confident that all views are considered along with technical requirements, research and any other policy or legislative requirements.

Stakeholder engagement compliments but does not replace the decision-making role of Council. Whether a community or stakeholder opinion is divided or overwhelmingly in favour of one option, it remains for Council to make strategic decisions and our people to make operational decisions.

Council is committed to undertaking comprehensive engagement with its community to facilitate a dialogue between Council and the community to strengthen the democracy process.

The level and method of this engagement will vary dependant on the stakeholder, topic, solution(s), issue(s) and or project requirements.

6.1 Principles and Commitments

With reference to Section 4(2) of the *Local Government Act 2009*, Council supports the principle of "meaningful engagement". Council's Corporate Plan 2018 - 23 demonstrates a solid commitment to community engagement from its strategic vision of 'Connect, Innovate, Diversity' and its value commitments to be ethical and community focused. This is further underpinned by Councils strategic goal of 'Engaged, Involved and Proud communities'.

Gladstone Regional Council is committed to the International Association of Public Participation (IAP2) Core Values of public participation and where possible will use these principles to guide engagement activities by:

1. Recognising that those who are affected by a decision have the right to be involved in the decision-making process.
2. Public participation includes the promise that the publics contribution will influence the decision.
3. Recognising and communicating the needs of all participants including the decision makers.
4. Seeking out and facilitating the participation of those potentially affected by or interested in a decision.
5. Providing participants with an opportunity to offer input into the way they contribute.
6. Participation provides contributors with the information they need to participate in a meaningful way.
7. Communicating to participants how their input affected the decision.

6.2 IAP2 Public Participation Spectrum

Under this policy, Council's engagement activities will be carried out in accordance with the public participation spectrum as set out by IAP2.

These levels are:

1. *Inform*
2. *Consult*
3. *Involve*
4. *Collaborate*
5. *Empower*

6.3 Policy Application

To facilitate the aforementioned commitment, Gladstone Regional Council has developed a community engagement framework and tool kit designed to build capacity and performance within the organisation, providing a guiding document outlining key consideration of our people.

This policy will be implemented through the following activities:

- Community engagement awareness included in induction process for new employees
- Community engagement training related to IAP2 methodologies for key identified staff
- Role out and promotion of Gladstone Regional Councils Community Engagement Toolkit.
- Community engagement consultancy and support for internal clients via Councils Community Engagement Specialist.

6.4 Roles & Responsibilities

Councillors and our people play complementary roles in engaging with the community. Council will ensure that sufficient engagement has taken place to inform strategic issues that may have a high level of impact or perceived high level impact on whole or large parts of Gladstone Regional Councils Local Government Area or on a specific suburb, area, community, user or interest group.

Our people shall ensure community engagement is considered at the beginning of every project, activity and strategy developed. They are required to have an understanding of the term 'community engagement'; how it applies to their roles; knowledge of where to access information on the methodologies and engagement tools available to them when going about their business; and knowledge on the types of activities that require advice of expert professionals.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW TRIGGER:

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		
Originally Adopted	6 JULY 2010	10/223 (formerly Policy P-2.00.02)
Amendment 1	18 MARCH 2014	G/14/1926
Amendment 2		

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER

ADDENDUM 2



Gladstone Regional Council

Council Policy

Title	RURAL FIRE BRIGADES FUNDING ARRANGEMENTS
Policy Number	P-2019-02
Business Unit/s	FINANCE, GOVERNANCE & RISK OPERATIONS
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

To detail the arrangements for the financial support of the various Rural Fire Brigades within the Council region.

2.0 SCOPE:

All Rural Fire Brigades within the Council region.

3.0 RELATED LEGISLATION:

- *Fire and Emergency Services Act 1990*
- *Local Government Act 2009*

4.0 RELATED DOCUMENTS:

Nil

5.0 DEFINITIONS:

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

- **"Advisory Group"** means an Advisory Group known as the 'Gladstone Regional Council Rural Fire Finance Group' established by Council as an advisory group comprising representatives from Council, the Rural Fire Service and Rural Fire Brigades within the Council region.
- **"Area Director, Rural Fire Service "** means the employee of the Rural Fire Service appointed by Queensland Fire and Emergency Services to manage the Rural Fire Service, Gladstone Area.
- **"Council"** means Gladstone Regional Council.

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- **"Chair"** means an elected representative of Council (a Councillor) appointed by Council as the Chair of the Advisory Group.
 - **"Group Officer"** means the member of the Rural Fire Service as elected by members of Rural Fire Brigades of a Rural Fire Brigade Group to assist in administration matters and to represent the Rural Fire Brigade Group.
 - **"Local Disaster Coordinator"** means the Local Disaster Coordinator as appointed in accord with the *Disaster Management Act 2003*.
 - **"Rural Fire Brigade"** means a group of persons registered as a rural fire brigade under the *Fire and Emergency Services Act 1990* with responsibilities under the *Fire and Emergency Services Act 1990* for an area within Council's area.
 - **"Rural Fire Brigade Group"** means a number of Rural Fire Brigades within the Council region functioning as a group for administrative purposes.
 - **"Rural Fire Service"** means *Rural Fire Service Queensland*.

6.0 POLICY STATEMENT:

6.1 Advisory Group

6.1.1 Composition, Meetings and Functions of the Advisory Group

The Advisory Group established by Council has the following membership:

- An elected representative (a Councillor) as Chair;
- The General Manager Finance, Governance & Risk of Council;
- The Local Disaster Coordinator of Council;
- The Disaster Response Specialist of Council;
- The Area Director, Rural Fire Service, Gladstone Area;
- The Group Officer of the Port Curtis Rural Fire Brigade Group; and
- The Group Officer of the Miriam Vale Rural Fire Brigade Group.

6.1.2 Frequency of Meetings of the Advisory Group

The Advisory Group shall meet as and when required in order to perform its function.

6.1.3 Functions of the Advisory Group

The Advisory Group shall operate in accordance with the following arrangements:

1. No levies as such are collected on behalf of Rural Fire Brigades;
2. Funding provided is done by way of donation from the general rate;
3. Brigades provide appropriate reports and documents to the Area Director, Rural Fires for consideration. These include financial statements, operational plans and future programs;
4. The Area Director, Rural Fires recommends funding allocations at a meeting of the GRC Rural Fires Finance Group;

5. This group then determines, on the advice of the Area Director and following subsequent discussion and agreement, the funding amounts recommended to be provided to each brigade;
6. Leftover monies are then kept in “reserve” for contributing towards funding major items of equipment such as vehicles or for assisting with the provision of plant and equipment in fire emergencies.

6.2 Council Funding Provision

6.2.1 Guiding Principles

- a) Council 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 volunteers.
- b) In recognition of this foundation principle Council accepts its obligations to provide funding towards Rural Fire Brigades as a donation for the following areas:
 - I. Operational Expenses
Primarily, funding is provided towards the operational expenditure of Rural Fire Brigades. Brigades will receive funds each year for operating expenses only. Such expenditure includes telephone, electricity, fuel and other costs associated with running a Rural Fire Brigade and maintaining an ability to respond to fires as required.
 - II. Asset Maintenance
If Brigades identify as part of their forward planning, a requirement to undertake significant maintenance or upgrade to their facilities and/or assets, funding allocation will be provided subject to the availability of funds.
- c) As the Rural Fire Service has advised that the State will now fully fund the replacement of fire fighting vehicles and appliances for Rural Fire Brigades no Council funding will be allocated towards this area.
- d) Consideration will be given to contributing toward the cost of acquiring a suitable Operational Support Vehicle if a demonstrated need exists.
- e) Whilst Council may collect levies via its rating powers under the *Local Government Act 2009* for funding for Rural Fire Brigades, no levies will be raised by Council on behalf of Rural Fire Brigades.
- f) The level of Council funding provided will take into consideration recommendations provided to Council by the Advisory Group.
- g) The Advisory Group will review funding annually and make recommendations to Council for any amended funding at least annually.
- h) Council will determine the total annual funding provision as part of its annual budget deliberations and any amendments to funding.

6.2.2 Requests for Additional Funds

In the event that a Rural Fire Brigade is likely to exhaust their funds due to unbudgeted extraordinary expenses (such as unbudgeted repairs to equipment) or unexpectedly high fuel costs due to a heavy demand fire season, a request for additional funding is to be lodged with the Area Director Rural Fire Service with notification to the relevant Group Officer. The requests will be considered by the Area Director Rural Fire Service who will prepare a report to the appropriate Council Officers on the request for an additional funding allocation. Subject to the availability of funds from within the Capital and Contingency Reserve for Emergency Services, Council may consider the additional funding request and arrange payment within 14 days of approval, if provided.

6.2.3 Carry-forward on Unutilised Council Funding Allocations

Any unused moneys allocated to the Rural Fire Brigades as at 30 June will be carried over to the following financial year and be kept in reserve for contributing to future equipment acquisition, including operational support vehicles, or for funding the provision of Council plant and equipment in fire emergencies.

6.2.4 Payments

When budget allocations have been approved by Council for disbursement, they will be disbursed in accord with Council's Procurement Policy and Financial Delegations. Such disbursements will be by way of Electronic Funds Transfer (EFT) to the Rural Fire Brigades' nominated bank accounts.

6.3 REQUIREMENTS OF RURAL FIRE BRIGADES

To be eligible for funding allocation under this policy, Rural Fire Brigades must comply with the following requirements:

6.3.1 Documentation

- a) Brigades must provide appropriate reports and documents to the Area Director Rural Operations for consideration and collation when requested in each year for the previous financial year as follows:
 - A copy of the Annual General Meeting minutes of the Rural Fire Brigade where the audited statement of accounts (Profit and Loss and Balance Sheet) for was adopted;
 - A copy of the Rural Fire Brigade's audited statement of accounts (profit and Loss and Balance Sheet) for the most recent financial year;
 - A 1-year operational plan for the next financial year (July to June);
 - A 3-year management plan (including estimated cost of capital items required); for the next 3 financial years (July to June); and
 - A financial budget for next financial year (July to June).
- b) The information and documents provided by the Rural Fire Brigades to Council are utilised by Council as documented evidence for auditing purposes for the expenditure of public monies.

6.3.2 Provision of Bank Details

- a) As payments to Rural Fire Brigades are made by Council via Electronic Funds Transfer, Rural Fire Brigades 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.

6.4 REQUIREMENTS OF THE RURAL FIRE SERVICE

6.4.1 Documentation

The Rural Fire Service is to supply Council with copies of the funding submissions and associated documentation provided by the Rural Fire Brigades as detailed in section 6.3.1 with such documentation to be provided prior to commencement of the next financial year (July to June).

6.4.2 Recommendations

The Area Director Rural Fire Service will make a recommendation to the appropriate Council Officers regarding the total funding required for next financial year based on the submissions by the Rural Fire Brigades. This is provided by way of a summary of the funding submissions in a spread sheet or similar format identifying operational and other costs.

7.0 ATTACHMENTS:

Nil

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, change/s, etc)
Originally Adopted	4 May 2010	10/149	
Amendment 1	5 November 2013	G/13/1775	Formerly Policy P-3.11.02
Amendment 2	15 December 2015	G/15/2712	Formerly P-2013/24
Amendment 3			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER

ADDENDUM 3



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	
Resolution Number	
Review Date	
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

GLADSTONE REGIONAL COUNCIL
 POLICY NO. P-2019-01 – GLADSTONE REGION STATE EMERGENCY SERVICE FUNDING ARRANGEMENTS
 PAGE 6 of 7

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.

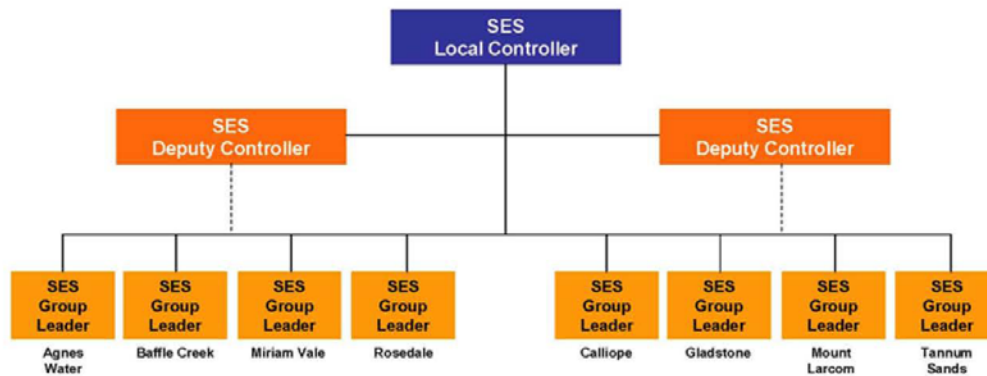
TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Adopted	05 May 2009	09/261	
Amendment 1	05 November 2013	G/13/1776	
Amendment 2	15 December 2015	G/15/2713	
Amendment 3			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER

GLADSTONE REGIONAL COUNCIL
 POLICY NO. P-2019-01 – GLADSTONE REGION STATE EMERGENCY SERVICE FUNDING ARRANGEMENTS
 PAGE 7 of 7

ATTACHMENT 1

Gladstone State Emergency Service Structure



ATTACHMENT 2

Management Framework for the State Emergency Service

