POLICY: COUNCIL OWNED ACCOMMODATION - SES

Purpose
This policy provides guidance to enable consistent management, access and use of Council owned accommodation to support SES activities and the community's ability to prepare for and respond to emergencies or extraordinary events.

Policy Statement
Barcoo Shire Council (Council) has allocated accommodation to support SES activity in Windorah.

SES allocated accommodation is to support:

- SES operational readiness and response, for emergencies and significant events
- SES training, development or activities
- Emergency Management activities involving partner agencies such as the Rural Fire Service, Police, and others contributing to emergency response, recovery and resilience.

Scope
This policy applies to all SES allocated buildings and associated facilities (eg training rooms, stores, yards) owned by Council.

Compatible use of SES allocated accommodation to support the community in any way other than outlined in this policy will be determined at the discretion of the Barcoo Shire Council Chief Executive Officer.

A key consideration will be to ensure that use of Council owned accommodation for SES is not in competition with local commercial accommodation providers.

This policy does not refer to or include Council owned properties that are used for business activities and are either leased or managed separately.

Facilities Management
SES is responsible for managing the use and booking of SES allocated accommodation, including keeping the accommodation clean and tidy.

Barcoo Shire Council is responsible for the safety and maintenance of SES allocated accommodation. Safety and maintenance requirements are to be actioned via Council's Property Management App (PropertyME).

Definitions
Council Owned Accommodation - SES: Building/s allocated by Council to SES primarily to support SES activity.

Responsibilities
Community Services Manager: Has the overall responsibility of the effective allocation and management of Council owned accommodation.
Chief Executive Officer: Provides discretionary decision-making for exceptional and or extenuating circumstances.
SES Area Controller (Longreach): Oversee the administration and allocation of accommodation to meet SES priorities, in cooperation with the SES Group Leader (Windorah)
SES Group Leader (Windorah): Local administration and management of Council owned accommodation that is allocated to SES in Windorah, including safety, security, cleaning, laundry, maintenance, and bookings.
SES (Windorah Group) Volunteers: Cleaning, laundry and keeping the yard safe and tidy.

Governing Legislation and Regulations
State Emergency Service Act 2024 (Qld)
Local Government Act 2009 (Qld)
Work Health and Safety Act 2011 (Qld)

Priorities of Use

Council owned accommodation allocated to SES will be booked and managed in line with the following priorities:

1 SES operational readiness and response, for emergencies and significant events
2 SES training, development or activities
3 In cooperation with SES, support for the Rural Fire Service, Police or other agencies contributing to emergency response, recovery and resilience.

Safety, Security and Risk

All Council Owned Accommodation will comply with work health and safety laws.

Keys to Council Owned Accommodation - SES will be managed by the SES Group Leader (Windorah) via a key register.

Faults or damage to Council Owned Accommodation – SES will be actioned by the SES Group Leader (Windorah) via Council's Property Management App (PropertyME).

Council Owned Accommodation - SES is to be left clean and secure after every use. SES Volunteers are to manage general cleaning and laundry, and keep the yard safe and tidy.

Bookings

All bookings will be recorded in the online booking form and records will be kept in Council's Information Management System. Any personal information will be managed consistent with Privacy and RTI laws.

Policy Owner:	Director Corporate and Community Services
Policy Reference No.:	BSC-066
Related Policies:	
Related Forms:	Online booking form SES Accommodation Form – Fill out form Maintenance is to be actioned via Council's PropertyME App Key Register
Version:	1
Council Resolution No:	2026.04.010
Date Approved:	15 April 2026
Review:	This policy is to be reviewed at intervals of no more than twelve months.