

QUEENSLAND FLOODS COMMISSION OF INQUIRY

SES INFORMATION FOR BALONNE SHIRE COUNCIL

The following information is supplied to the Queensland Floods Commission of Inquiry as per the Commissioner's letter dated 19 August 2011.

The information regarding the Balonne Shire SES unit has been supplied by the Local Controller, [REDACTED]

The number of members in each State Emergency Service (SES) unit within the council area

1. The Balonne Shire Council SES unit consists of four groups at this time, those being:
 - St George – 13 active and 2 reserve members
 - Thallon - 8 active members
 - Bollon (Inactive) – 1 active and 15 reserve members
 - Dirranbandi (Inactive) – 0 active and 0 reserve members

The equipment, if any, that the council provided the SES units

2. The Balonne Shire supplies the following assets to the Balonne Shire SES Unit:
 - a. St George
 - Accommodation – two sheds located at 16 Marie St, St George to house operations/training centre and vehicles/flood boats/trailers/equipment;
 - One Toyota Hilux Vehicle owned/maintained by Balonne Shire which is utilized for SES operations as required;
 - Two additional trailers – one for traffic control equipment and one equipment trailer; and
 - Council plant and equipment, including operators are available on an as needed basis.
 - b. Thallon
 - Accommodation (owned and maintained by Balonne Shire Council) – two sheds located at 11 Pine St, Thallon to house operations/training centre and vehicles/flood boats/trailers/equipment; and
 - Council plant and equipment including operators are available on an as needed basis.
 - c. Bollon (this group is currently inactive due to lack of numbers)
 - Accommodation (owned and maintained by Balonne Shire Council) – one shed located at 14 Main St, Bollon to house trailer and equipment; and
 - Council plant and equipment, including operators are available on an as needed basis.
 - d. Dirranbandi (this group is currently inactive due to lack of numbers)
 - Accommodation (owned and maintained by Balonne Shire Council) – one shed located at 70-72 Railway St, Dirranbandi to house trailer and equipment; and
 - Council plant and equipment, including operators are available on an as needed basis.

Whether the council employed any staff in SES positions on a full-time basis or any other basis

3. Five St George SES members are Council employees, including the Local Controller and St George Group Leader. These roles are taken over and above their normal Council duties as the Council's Human Resource & Office Team Leader, Workplace Health & Safety Officer, Accountant, Director Health Planning and Environment and Labourer. If activated during normal work hours these employees are released from their normal duties to carry out their appointed role as the Local Controller.

The remuneration paid to each staff member

- a. The SES Executive positions (Local Controller and Group Leader) are not paid roles, however it is Balonne Shire Council policy that 'Council will pay a standard wage when an employee is engaged in work for the State Emergency Service during normal Council hours for the duration of such work'.

A copy of each staff member's statement of responsibilities; or, if a statement does not exist, a description of each staff member's responsibilities

- b. Attached please find a copy of the Local Controller and Group Leader Role Descriptions

A description of the roles or tasks which SES units in the council area generally performed

4. The SES within the Balonne Shire have the following approved functions:
- Agency Support including communications, welfare, emergency lighting, food handling, air observation, re-supply and evacuation;
 - Floodboat operations;
 - Incident Management – EOC/ECC trained only;
 - Road Crash Rescue (Primary response – Thallon SES Group only);
 - Land Search;
 - Storm damage operations, including working at heights, temporary roof repairs, chainsaw operations, debris cleanup and sandbagging; and
 - Traffic management including incident site, traffic control and road closure/diversion

The form, amount and purpose of funding, if any, the council provided to SES units

5. The Balonne Shire Council provided an annual operating budget of \$10,000 in 2009/2010 and \$20,000 in 2010/2011 for maintenance and operation of all SES buildings and equipment. The Local Controller has a delegated authority for expenditure to the value of \$5,000. In addition to this, Council also replaces the unit vehicles as per Council's 10 year plant replacement program. Council also provides additional funds for capital works on an as required basis (\$12,000 for 2009/2010 and \$19,000 for 2010/2011 for a new flood boat shed).

DEPARTMENT
of COMMUNITY
SAFETY

role DESCRIPTION



Role Title: Local Controller

Classification: Honorary Position

Date of Review: [Month, Year]

EMQ Region/Area: []

SES Unit: []

SES Group: []

Contact Officer: [Name, Position]
[Phone / Email]

Special Conditions: []

Vacancy Reference Number: []

Closing Date: [/ /]

YOUR OPPORTUNITY

To lead and manage a State Emergency Service (SES) Unit within the framework of the *Disaster Management Act 2003* and the policies and procedures of Emergency Management Queensland (EMQ) for the performance of the functions and activities of the SES Unit.

WE ARE SEEKING APPLICANTS:

- Who are community minded,
- Who achieve results,
- Who cultivate productive working relationships and communicate with influence,
- Who are prepared to contribute to the ongoing development of a professional volunteer emergency service organisation, and
- Who exemplify personal drive and integrity.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Highly Desirable Requirements

- At least three (3) years experience as a member of a State or Territory Emergency Service.

Emergency Management
EMQ
Queensland

YOUR DUTIES/RESPONSIBILITIES:

- Manage the SES Unit response to disaster and emergency operations.
- Maintain the operational effectiveness of the SES Unit by ensuring –
 - It's members have the necessary skills to competently perform their roles within the SES Unit;
 - It's equipment is maintained in appropriate condition; and
 - It performs its functions and other activities in a way that is consistent with Department of Community Safety (DCS), Emergency Management Queensland (EMQ) and local government policies and procedures about the performance of the functions.
- Manage and administer the SES Unit in compliance with approved instructions, directives and policies issued by the DCS Director-General, the EMQ Assistant Director-General and/or local government.
- Sound financial management of the SES Unit.
- Managing the selection process, in conjunction with the EMQ Area Director and local government, for key executive positions within the SES Unit and Groups.
- Provide for the training of SES members, and other volunteers in counter disaster and incident related roles in accordance with current training policies, procedures and requirements.
- Develop public relations and education programs at local community level.
- Where applicable, support Emergency Services Cadet Groups and participate as a member of the Local Cadet Advisory Committee.
- Maintenance and security of equipment on issue or loan to the SES Unit.
- Ensure the effective management and maintenance of allocated communications systems to meet operational requirements.
- Perform other duties as directed by the EMQ Assistant Director-General or delegate.

ASSESSMENT CRITERIA:

You will be assessed on the basis of experience and capability in the following:

1	Demonstrated knowledge of, or the ability to rapidly acquire a knowledge of, the Queensland Disaster Management System
2	Demonstrated ability to lead and manage a team in high pressure situations involving quality decisions, working under operational conditions, requiring accuracy and judgement
3	Demonstrated ability in the application of planning, resource management, and budgeting, and time management skills applicable to a volunteer organisation.
4	Highly developed written and oral communication skills, including the ability to develop and maintain effective relationships and networks involving volunteer, local government and community groups
5	Knowledge of, and demonstrated commitment to, the principles and practices of employment equity, ethical behaviour and conduct, workplace health and safety issues, and ethos of volunteers and voluntary organisations

ADDITIONAL INFORMATION:

- Reporting Relationships – this position reports to the EMQ Area Director.
- This position is an honorary position for an initial appointment term of 3 years and is subject to periodic performance reviews.
- On appointment to this position a probationary period of 6 months will apply.
- Applicants must be prepared to undertake appropriate SES training modules identified within the SES Training Framework for this position.
- Want to know more? Contact the EMQ Area Office for an Applicant Information Kit (Ph: 07)

DEPARTMENT
of COMMUNITY
SAFETY

role DESCRIPTION



Role Title: Group Leader

Classification: Honorary Position

Date of Review: [Month, Year]

EMQ Region/Area: []

SES Unit: []

SES Group: []

Contact Officer: [Name, Position]
[Phone / Email]

Special Conditions: []

Vacancy Reference Number: []

Closing Date: [/ /]



YOUR OPPORTUNITY

Assist a State Emergency Service (SES) Local Controller in leading and managing an SES Unit by leading and managing an SES Group within the framework of the *Disaster Management Act 2003* and the policies and procedures of Emergency Management Queensland (EMQ) for the performance of the functions and activities of the SES Group.

WE ARE SEEKING APPLICANTS:

- Who are community minded,
- Who achieve results,
- Who cultivate productive working relationships and communicate with influence,
- Who are prepared to contribute to the ongoing development of a professional volunteer emergency service organisation, and
- Who exemplify personal drive and integrity.

ARE YOU THE RIGHT PERSON FOR THE JOB?

Highly Desirable Requirements

- At least one (1) years experience as a member of a State or Territory Emergency Service.

Emergency Management
EMQ
Queensland

YOUR DUTIES/RESPONSIBILITIES:

- Manage the SES Group response to disaster and emergency operations.
- Maintain the operational effectiveness of the SES Group by ensuring –
 - It's members have the necessary skills to competently perform their roles within the Unit
 - It's equipment is maintained in appropriate condition and
 - It performs its functions and other activities in a way that is consistent with Department of Community Safety (DCS), Emergency Management Queensland (EMQ) and local government policies and procedures about the performance of the functions and activities.
- Manage and administer the SES Group in compliance with approved instructions, directives and policies issued by the DCS Director-General, EMQ Assistant Director-General, and/or local government.
- Coordinate the financial management of the SES Group.
- Assist in the selection process for general members of the SES Group.
- In conjunction with the Local Controller, coordinate the training for volunteer SES members to enable them to competently perform their allocated roles.
- In conjunction with the Local Controller, develop public relations and education programs at local community level.
- Where applicable support Emergency Services Cadet Groups.
- Assist in the maintenance and security of equipment on issue or loan to the SES Group.
- Assist in ensuring the effective management and maintenance of allocated communications systems to meet operational requirements.
- Perform other duties as directed by the EMQ Assistant Director-General or their delegate, the Local Controller or Deputy Local Controller.

ASSESSMENT CRITERIA:

You will be assessed on the basis of experience and capability in the following:

1	Demonstrated knowledge of or the ability to rapidly acquire a knowledge of the Queensland Disaster Management System
2	Demonstrated ability to lead and manage a team in high pressure situations involving quality decisions, working under operational conditions, requiring accuracy and judgement
3	Demonstrated ability in the application of planning, resource management, and budgeting and time management skills applicable to a volunteer organisation.
4	Highly developed written and oral communication skills, including the ability to develop and maintain effective relationships and networks involving volunteer, local government and community groups
5	Knowledge of, and demonstrated commitment to, the principles and practices of employment equity, ethical behaviour and conduct, workplace health and safety issues, and ethos of volunteers and voluntary organisations

ADDITIONAL INFORMATION:

- Reporting Relationships – this position reports to the Deputy Local Controller of the SES Unit.
- This position is an honorary position for an initial appointment term of 3 years and is subject to periodic performance reviews.
- On appointment to this position a probationary period of 6 months will apply.
- Applicants must be prepared to undertake appropriate SES training modules identified within the SES Training Framework for this position.
- Want to know more? Contact the EMQ Area Office for an Applicant Information Kit (Ph: 07)