



YOUR REF COMMISSION OF INQUIRY
OUR REF SH:JAG/FLOODS COMMISSION
CONTACT OFFICER STUART HOLLEY

23 September 2011

Justice CE Holmes
Commissioner
Queensland Floods Commission of Inquiry
GPO Box 1738
BRISBANE Q 4001

Re: Information to Commission of Inquiry

Dear Commissioner,

Further to your letter of 19 August 2011 requesting information in regard to State Emergency Service details within the Mackay Regional Council, please find attached the material as requested.

Yours sincerely,



Stuart M Holley
Director Engineering Services

Encl.

Oaths Act 1867

Statutory Declaration

QUEENSLAND TO WIT

I, Stuart Mark Holley, of [REDACTED] Bourke Street Mackay, in the State of Queensland do solemnly and sincerely declare that:-

1. The number of members in each State Emergency Service Unit within the Council area.

The following are approximate SES membership numbers for units in the Mackay Regional Council area.

These figures have been supplied by the Local Controller of the State Emergency Service, and is the most current information available.

The Mackay Area Director Emergency Management Queensland has requested that all units of the SES return attendance forms from training, administrative or activations for logging into the VIMS (Volunteer Information Management System) this will then give a more accurate membership numbers in the future and assist in determining whether members are active or inactive as there are currently some discrepancies in active member numbers.

Total Volunteer Numbers SESMRU – Approx 30 June each year				
	2008	2009	2010	2011
Midge Point	2	6	14	12
Calen	6	5	4	6
Mackay	45	63	80	145
Mirani	18	16	18	27
Finch Hatton	4	4	3	4
Sarina	10	10	12	20
Armstrong Beach	0	0	16	19
Campwin Beach	8	8	10	16
Koumala	0	0	25	29
Totals	93	112	182	278

2. The equipment, if any, that the Council provided the SES units.

Buildings:-

Mackay (Ness St),
Mirani,
Sarina,
Calen,
Midge Point,
Finch Hatton,
Armstrong's Beach,
Campwin Beach,
Koumala

Plant & Equipment:-

The origin of some plant and equipment is difficult to determine, due to the amalgamation of the three former Council areas.

Some of smaller equipment has been purchased by Emergency Management Queensland and is then handed over to Council to service and maintain and pay the ongoing operational costs. Council has then replaced this equipment as required.

For major plant such as vehicles, trucks, troop carriers, trailers etc Council has a Vehicle Replacement Program and whilst some funding has been obtained in the past from Emergency Management Queensland in the form of non-recurrent grants, the majority of the replacement costs has been wholly funded by Council. Council is currently reviewing this approach with a view to ensuring some ongoing financial responsibility rests with EMQ.

Council pays all the ongoing fuel, maintenance and registration costs of vehicles.

Plant costs are starting to become a significant cost to Council and we are currently re-evaluating the replacement life of these vehicles with a view to extending the life prior to replacement e.g. 4wd utilities which are currently replaced at four years/100,000km, extending this to six years. Generally the SES vehicle mileage is somewhat less than standard council vehicles, but the initial set-up cost i.e. spotlights, winches, toolboxes etc is more expensive than Council's standard fleet.

Vehicles:-

	Plant No.	Description
SES Local Controller	93684	Ford Ranger 4x4 Dual Cab
Mackay Group	93656	Mazda BT50 4x4 Dual Cab
Mackay Group	92420	Isuzu 7 seater Truck
Mackay Group	93690	Toyota Troop Carrier (25% EMQ grant)
Mirani Group	93629	Mitsubishi Triton 4x4 Dual cab
Mirani Group	93703	Toyota Troop Carrier (25% EMQ grant)
Midge Point Group	93689	Toyota Troop Carrier
Sarina Group	93712	Toyota Hilux 4x4 Dual cab
Sarina Group	93747	Toyota Hilux 4x4D/cab (100% EMQ)
Armstrong Beach	93746	Toyota Hilux 4x4 Dual cab (100% EMQ)
Calen Group	93734	Ford Ranger 4x4 Dual Cab
Koumala Group	93747	Toyota Hilux 4x4 Dual cab (100% EMQ)
At call additional vehicle	93641	Mitsubishi Triton 4x4 Dual cab
At call additional vehicle	93724	Great Wall 4x4 Dual cab

Boats:-

Armstrong Beach

Flood boat/motor/trailer

EMQ has supplied 7 additional flood boats which Council pays maintenance and running costs on – EMQ registers boats.

Trailers:-

19 Rescue/Box Trailers
5 Traffic Control Trailers
8 Storm Response Trailers

Powered Vibration Sandbaggers:-

2 C-Mac Sandbaggers

Small Plant:-

10 Generators supplied by Council
17 Generators source unknown but running and mtce costs by Council.
12 Chainsaws supplied by Council
4 Chainsaws source unknown but running and mtce costs by Council.
3 Petrol blowers supplied by Council
1 Polesaws supplied by Council
4 Polesaws source unknown but running and mtce costs by Council.

Additional equipment:-

Qty Office equipment, computers, laptops, projectors, printers, mobile phones, fridges, washing machines.

3. **Whether the Council employed any staff in SES positions on a full-time basis or any other basis; and if so:**
- (a) The remuneration paid to each staff member; and**
 - (b) A copy of each staff member's statement of responsibilities; or, if a statement does not exist, a description of each members responsibilities.**

Mackay Regional Council has employed a full-time State Emergency Service Local Controller since August 2008.

Currently there are no other paid positions or current allowances given to any other SES members by Mackay Regional Council.

A proposal as to whether Council would be prepared to fund a nominal allowance to the four (4) Deputy Local Controllers has been raised recently, however no decision has been made on this at present.

Prior to the appointment of the full time position in 2008, Council paid allowances to the Local Controller and SES Duty Officers of between \$100 to \$750 on a half yearly basis.

Council is aware that Emergency Management Queensland does offer a nominal executive allowance.

The remuneration paid by Council to the SES Local Controller was \$87,998 in the year 2010/11 (which included an allowance for overtime and out of hours work).

A copy of the position description and an agreement between Council and the State Emergency Service is attached is Annex A & Annex B.

4. A description of the roles or tasks which SES units in the Council area generally performed.

The agreed functions of the State Emergency Service for both financial years are listed in Annex C.

Over the past couple of months these functions have been reviewed by Council, Emergency Management Queensland and the State Emergency Service and it is expected that a new functions list will be signed off prior to the end of 2011. The new document is expected to give a current status and set 12 / 24 / 36 month goals and will assist in obtaining a training needs analysis and guide.

Tasks in which the SES units perform in the Council area include community education, community support (public safety), emergency traffic control, emergency lighting, flood boat operations/rescue, vertical rescue, animal rescue in support of RSPCA, storm damage/flood damage response, chainsaw operations, land/water/forensic search, air observer and incident management.

Over the past two years there have been deployments due to flooding, storm damage and cyclone clean up both within the Council area and outside of the region.

5. The form, amount and purpose of funding, if any, the Council provided to SES units.

2009/10 Revenue

EMQ Grant – Unit subsidy	\$ 10,000
Disaster Response Levy (includes Disaster Mgt and SES)	\$ 448,662

The Disaster Response Levy is a special rate levy of \$10.00 issued per rate assessment for the 2009/10 year to be levied equally on all rate assessments and will fund a service, facility or activity identified as;

- (a) upgrading of facilities utilised during times of natural disasters; and
- (b) contributing to the cost of the SES and emergency service management team and the development and implementation of an Emergency Risk Plan for the area; and
- (c) as funds permit, providing for the funding of trigger point costs for actual emergencies not otherwise funded by other government support.

2009/10 Actual SES Expenditure

SES Operations	\$ 45,000
Wages & On costs SES Local Controller (\$65,232 + \$22,270)	\$ 87,502
SES Emergency Operations	\$ 144,132
SES Training	\$ 1,846
SES Building Maintenance	\$ 4,176
SES Capital	\$ 116,979
Total*	\$ 399,635

* Of this total \$116,979 was funded from the Disaster Response Levy and the remainder was funded by Council's General Rates.
Any balance of funds from the levy not allocated within a particular year are constrained within a specific reserve to provide for future funding of major initiatives such as a new SES facility or disaster risk mitigation project.

2010/11 Revenue

EMQ Grant – Unit subsidy	\$ 10,000
Disaster Response Levy (includes DM and SES)	\$ 502,285

The Disaster Response Levy is a special rate levy of \$11.00 issued per rate assessment for the 2010/11 year to be levied equally on all rate assessments and will fund a service, facility or activity identified as;

- (d) upgrading of facilities utilised during times of natural disasters; and
- (e) contributing to the cost of the SES and emergency service management team and the development and implementation of an Emergency Risk Plan for the area; and
- (f) as funds permit, providing for the funding of trigger point costs for actual emergencies not otherwise funded by other government support.

Again it should be noted that any levy carryover is placed in a reserve account specifically for future funding of SES Building upgrades calculated at \$1,575,000 and contributions to the SES Operational costs calculated at \$471,000 over the next four years (2011/12 to 2014/15).

2010/11 Actual SES Expenditure


SES Operations	\$ 95,698
Wages & Oncosts (SES Local Controller) (\$87,998 + \$26,578)	\$ 114,576
SES Emergency Operations	\$ 199,507
SES Training	\$ 2,526
SES Building Maintenance	\$ 5,345
SES Capital	\$ 35,344
Total*	\$ 452,996

* Of this total \$128,894 was funded from the Disaster Response Levy and the remainder was funded by Council's General Rates Levy.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

S.M. Halley
.....
Declarer

Taken and declared before me at Mackay this *Twenty third*..... day of September 2011, before me.

 *(C. de)*
.....
Lawyer/Justice of the Peace/
Commissioner for Declarations

Annex A

Local Controller – State Emergency Service (SES)

Position Description

Level:	5
Section:	Emergency Management
Department:	Engineering Services
Review Date:	July 2008

Position Objective

Purpose

To provide a service to the community through the management of the Volunteer Unit of the Mackay State Emergency Service, within the framework of the Queensland Disaster Management-Act 2003 and the policies and directions of the Mackay Regional Council and Emergency Management Queensland

Within the Section

To provide a team approach to ensuring Council's Emergency Management obligations are met through planning, preparation and public awareness for the natural disaster hazards faced by the Mackay community.

Assume 24 hour on call status unless otherwise arranged and approved

Within the Organisation

Provide leadership, manage and administer the Mackay State Emergency Service Unit in compliance with established instructions, directives and policies.

Provide sound financial management of the Unit.

Provide for the training of volunteer S.E.S. members and other volunteers in disaster management and incident related roles as required.

Promote the objectives of the State Emergency Service to assist with the recruitment and maintenance of an effective, committed membership within the Unit.

Position Environment

The appointee will be based in the Sir Albert Abbott Administration Building, Mackay. However, some time may be required at the Ness Street Depot, Mackay.

General Responsibilities

- Assume responsibility and control for the development, management, training and administration of the Mackay State Emergency Service (S.E.S.) Unit in compliance with established Regulations, Codes of Conduct, directives and policies to ensure the Protocol between the S.E.S and the Mackay Regional Council is maintained at all times
- Prepare an adequate financial budget and ensure the management of the Unit is held within such budget.
- Maintain the security of equipment on issue or loan to the Unit.
- Manage the local S.E.S. response to disasters and incident support through effective co-operation with Council workforce and Government Agencies.
- Provide for the co-ordination of community resources and the involvement of volunteers and voluntary groups in relation to Disaster Management arrangements.
- Develop and present public relations and educational awareness programs at local community level and schools.
- Provide an effective, efficient S.E.S. Unit for the larger Mackay Regional Council by refining and co-ordinating the existing network of S.E.S. Units and Groups throughout the region.
- Establish a recruitment program to ensure the appropriate level of fully trained volunteers is maintained within the Unit to provide assistance to the community in times of disaster and emergencies.
- Provide regular monthly status reports to Emergency Management Queensland and Council.
- All other responsibilities as set out within the Protocol between the S.E.S. and Council.

Workplace Health and Safety (as per the Workplace Health and Safety Act 1995)

1. Comply with instructions given for workplace health and safety
2. Use personal protective equipment if the employer provides it and if you're properly instructed in its use
3. Not wilfully or recklessly interfere with or misuse anything provided for workplace health and safety at the workplace
4. Not wilfully place others at risk
5. Not wilfully injure yourself

Qualifications and Experience

- Emergency management for Local Government or equivalent
- Understanding of Workplace Health and Safety Regulations and Continuous Improvement processes
- Current Queensland Drivers Licence
- Current First Aid Certificate

Skills

Ability to communicate with the community, workplace and media on SES related issues.

Facilitate community based committees and forums in establishing local Disaster Management procedures.

Promote Council's policy on community disaster preparedness.

Computer skills, including Microsoft Excel and Word.

Report writing and oral communication.

Knowledge

A comprehensive knowledge and understanding of:-

- Queensland Disaster Management-Act 2003 and Disaster Management procedures.
- Disaster Risk Management, Disaster Co-ordination Centre operations and State Emergency Service Guidelines.
- Ability to read and extrapolate information and data from Engineering, Meteorological, Geological and Topographical maps

Special Requirements

- The included Protocol between the Mackay City SES and the Mackay City Council shall assume the Protocol between the Mackay Regional SES and the Mackay Regional Council.
- If the successful applicant is not currently a Queensland SES member or has not had a Criminal History Check (CHC) and is being appointed as an Executive Member under Section 85(3) of the Disaster Management Act 2003, a CHC will be conducted as part of the application process and the result notified prior to formal appointment.
- As the position requires 24 hour callout availability, all hours worked other than the normal 36.25 hours per week, shall be compensated by receiving time off in lieu (TOIL) as mutually agreed with the Supervisor.

Key Performance Indicators

Unit morale is maintained at all times.

Allocated duties are completed efficiently and in a timely manner.

Professional presentation of written and oral communications.

Exercise of high level of initiative and creativity in fulfilling the duties of the position.

Achieve a high level of customer satisfaction, demonstrated.

Organisational Relationship

Reports to: Emergency Management Co-ordinator

Responsible for the supervision of: S.E.S. Unit members

Internal Liaison: Section staff
Other Council staff
Management

External Liaison: Government Agencies, Community Service
Groups, counterparts within other Councils
and organisations and members of the
public

Accountability

Accountable to the Director – Engineering Services

Extent of Authority

Within the guidelines of the S.E.S. operational procedures.

_____ Acceptance Date: _____

Selection Criteria
SES Local Controller

A comprehensive knowledge and understanding of the Queensland Disaster Management-Act 2003 and the operational requirements of an S.E.S. Unit under the Guidelines and Code of Conduct as set out by Emergency Management Queensland	30%
Comprehensive knowledge and understanding of the Queensland Disaster Management System and Disaster Co-ordination Centre Operations	25%
Demonstrated high level of interpersonal and communication skills (both verbal and written) with experience in the training of volunteers in preparation for disaster operations	20%
Ability to promote public awareness of the Disaster Management system through presentations and community activities	15%
Sound computer skills	10%
Capacity to work independently or in a team environment	Essential
Current Queensland Drivers Licence	Essential
Demonstrated commitment to safe working practices in accordance with the Workplace Health and Safety Act, Council's Policies and procedures and the Environmental Protection Act	Essential

Annex B

Mackay Regional Council - SES - Protocol

A PARTNERSHIP IN DISASTER MANAGEMENT

PROTOCOL

Between

MACKAY REGIONAL STATE EMERGENCY SERVICE - (SES)

and

MACKAY REGIONAL COUNCIL

The Mackay Regional State Emergency Service and the Mackay Regional Council agree in a spirit of co-operation, to improve Disaster Management Services within Mackay Region and to raise the community awareness of Disaster Management issues, while acknowledging budget and other constraints.

Advantages of this partnership will be a higher quality service, increased community awareness and support for the State Emergency Service, and a sharing of Disaster Management functions.

The agreed roles and responsibilities of Mackay Regional Council

- To acknowledge that the Mackay Regional State Emergency Service is a Council responsibility as set out in the Disaster Management Act 2003.
- To manage the provision of State Emergency Service vehicles in accordance with Council's Plant Replacement Policy to maximise Government subsidy.
- To co-ordinate all building, vehicle and equipment maintenance and to inspect all SES buildings annually and submit maintenance reports for Budget consideration.
- To recognise the quantity of work involved in the administration of the Mackay Regional State Emergency Service and to adequately support the Local Controller to carry out this role.
- To provide a Council logo for inclusion on their SES uniforms, buildings, vehicles and equipment.
- To assist in raising community awareness of the SES and its Disaster Management roles.
- To prepare for Budget consideration a detailed annual Budget submission based on the request from the Local Controller, that adequately reflects the SES needs.

The agreed roles and responsibilities of the Mackay Regional State Emergency Service


- To ensure that the State Emergency Service for the Mackay Region develops and maintains high community credibility.
- To provide adequate, trained personnel to complete the roles and functions assigned to the SES in the Disaster Management Plan.
- To clearly advise Council of its training and equipment needs annually.
- To provide an annual stock-take of all SES equipment, including details of the state of repair, equipment replacement needs and a register of assets, as required by Council.
- To assist Council in raising the profile of the State Emergency Service in the Mackay Region.

The role of the Mackay Region State Emergency Service, Local Controller


- To be responsible and accountable for the good management and control of the Mackay Regional State Emergency Service Unit.
- To ensure that all SES roles and responsibilities within this protocol are adhered to, including training, recruitment of volunteers, care and maintenance of equipment, control of expenditure, lodgement of financial accounts and annual equipment stock takes.
- To provide Council with a detailed budget request for the operations of the SES Unit, by March 31st of each year.
- To authorise and provide details of purchases made, regarding equipment transferred to Council ownership.
- To provide well kept financial records and receipts for the purpose of reimbursement from Council, or for Council audit purposes.
- To provide a monthly report to Council on the activities of the SES.

SIGNED:

On behalf of the Mackay Regional Council

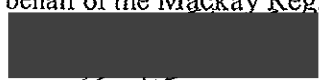

Cr. Col Meng (Mayor)

Date


Peter Franks (CEO)


Date

On behalf of the Mackay Regional State Emergency Service


(Local Controller)


Date

Annex C

Information of current staffing numbers supplied by EMQ Mackay

Mackay SES - MRU				SES FUNCTIONS <i>(Minimum members required per Team per Function)</i>																				
				Agency Support		Community Education		Flood boat Operations		Incident Management		Road Crash Rescue		Search		Special Rescue		Storm Response		Traffic Management		Vertical Rescue		
Region	Local Government Area	SES Unit	SES Unit/Group	C	G	C	G	C	G	C	G	C	G	C	G	C	G	C	G	C	G			
Central Mackay Regional Council	Mackay	Midge Point	Mackay	11	4	2	2	4	4	4	4	3	6	3	8	8	6							
			Calen	4	4	2	2	0	8	1	6	1	4	4	3	6	6							
			Mirani	17	4	2	2	6	15	10	12	14	8	13	6	5	8							
			Finch Hatton (currently not operational)	0	6	2			0	6	0	6	0	4	0	3	0	4						
			Kourmala	17	4	2			0	2	0	6	0	4	0	6								
		Sarina	4	4	2	2	6	3	0	12	4	12	3	6	0	4								
		Campwin Beach	0	4	2	0	4	0	4	0	6	4	8	1	3									
		Armstrong Beach	14	4	2	1	4	2	4	2	6	15	8	3	3									
		TOTAL			132	44	20	48	42	84	84	80	48	8	20									
		TARGET NUMBER OF MEMBERS TRAINED IN THE FUNCTION																						

NOTE: A minimum number of 6 members are required for a functional SES Group

G - Is the Minimum Requirement per team per Function

C - Is the Current MRU level May 2011