14 September 2011

Justice C E Holmes
Commissioner
Queensland Floods Commission of Inquiry
GPO Box 1738
Brisbane Qld 4001

Dear Commissioner

Re: Banana Shire Council State Emergency Service

The State Emergency Service (SES) within the Banana Shire comprises the following:

- Biloela Group – 19 active members;
- Moura Group – 22 active members plus a Cadet Unit;
- Theodore Group – 7 active members;
- Taraoom Group – 14 active members;
- Wowan/Duluulu Group – 5 active members;
- Baralaba Group – inactive at this time.

The Council provides each group with a vehicle and shed. In addition, Council maintains all plant and equipment except PPE.

The role of the SES Shire Controller is not a Council position, but attracts an annuity of $5,000 per year. The current roles and responsibilities of this position are those provided by Emergency Management Queensland and included as Attachment A.

Functions performed by the SES include:

- Agency Support;
- Flood boat operations;
- Land Search;
- Storm Damage;
- Traffic Management;
- Community Education;
- Equipment maintenance; and
- Recruitment.
The Council’s budget for the SES units in the financial year 2011/12 includes:
- Operational expenditure of $60,000;
- Capital expenditure of $195,000.

Should you require further assistance in relation to this matter, please do not hesitate to contact [name], SES Shire Controller, on [contact information].

Yours sincerely,

[Signature]

CHIEF EXECUTIVE OFFICER

Attachment A: Department of Community Safety Position Description: Shire Controller
**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:** [ / / ]

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**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.
YOUR DUTIES/RESPONSIBILITIES:

- Manage the SES Unit response to disaster and emergency operations.
- Maintain the operational effectiveness of the SES Unit by ensuring --
  - its members have the necessary skills to competently perform their roles within the SES Unit;
  - its 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 Executive Director 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 Executive Director or delegate.

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

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<td>1</td>
<td>Demonstrated knowledge of, or the ability to rapidly acquire a knowledge of, the Queensland Disaster Management System</td>
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<td>2</td>
<td>Demonstrated ability to lead and manage a team in high pressure situations involving quality decisions, working under operational conditions, requiring accuracy and judgement</td>
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<td>3</td>
<td>Demonstrated ability in the application of planning, resource management, and budgetting, and time management skills applicable to a volunteer organisation.</td>
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<td>4</td>
<td>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</td>
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<td>5</td>
<td>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</td>
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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)