



GLADSTONE
REGIONAL COUNCIL

Contact Officer: Mark Holmes

Our Ref: ES11.2

Your Ref: Doc 1621143

1 September 2011

Queensland Flood Commission of Inquiry
GPO Box 1738
Brisbane QLD 4001

Dear Commissioner

RESPONSE TO REQUIREMENT TO PROVIDE INFORMATION

Thank you for your letter of 19th August 2011, requiring the provision of information pertaining to the Gladstone Region.

Attached is a written response that addresses the questions posed by you, as they relate to the State Emergency Service in the Gladstone region.

Some of the information requested is held by Emergency Management Queensland, however this information was requested by Council and included in the response.

Should you or your officers require assistance with the interpretation of information contained within the written statement provided please contact Council's Local Disaster Coordinator, Mr Mark Holmes on [REDACTED] or be email at [REDACTED]

Yours faithfully

[REDACTED]

CHIEF EXECUTIVE OFFICER

Attach.

REQUIREMENT TO PROVIDE INFORMATION TO FLOOD COMMISSION OF INQUIRY

GLADSTONE REGIONAL COUNCIL

(August 2011 – SES Related Information)

The following information is provided in response to the request for information from the Chief Executive Officer, Gladstone Regional Council, to the Queensland Floods Commission of Inquiry, received by Council on 22 August 2011.

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

The Gladstone State Emergency Service Unit is comprised of eight (8) SES Groups:

- | | |
|-----------------|------------------------------------|
| 1. Agnes Water | 5. Miriam Vale |
| 2. Baffle Creek | 6. Mount Larcom |
| 3. Calliope | 7. Rosedale |
| 4. Gladstone | 8. Tannum Sands (and Boyne Island) |

State Emergency Service membership information is recorded and maintained by Emergency Management Queensland and the Gladstone Regional Council is not provided with this information.

However, on receipt of your request, the same request was made by Council to Emergency Management Queensland's Rockhampton office to provide the information to include in our response. The information received is shown in the table below, together with our calculations pertaining to the increase in membership:

SES Group	2009-2010	2010-2011	Increase	%
Agnes Water	9	11	2	22%
Baffle Creek	8	10	2	25%
Calliope	32	39	7	22%
Gladstone	34	56	22	65%
Miriam Vale	15	16	1	7%
Mount Larcom	22	24	2	9%
Rosedale	6	9	3	50%
Tannum Sands (and Boyne Island)	11	17	6	55%
Gladstone SES Unit Total:	137	182	45	33%

Table 1.1: SES Membership Statistics – Gladstone SES Unit

There was a large increase in membership of the Gladstone Group following the events of December 2010 and January 2011.

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

The majority of equipment is supplied to SES units by Emergency Management Queensland.

The Gladstone Regional Council did provide the following:

2009-2010

- Holden Colorado 4WD Dual Cab Utility – Gladstone SES Group (entirely funded by Council)
- Holden Colorado 4WD Dual Cab Utility – Tannum Sands SES Group (with EMQ Subsidy assistance)
- Replacement Desktop Computer and Internet Access – Rosedale SES Group
- Mobile phone for each of the eight SES Groups
- General items such as stationery, etc.

2010-2011

- Ford Ranger 4WD Dual Cab Utility – Baffle Creek SES Group (with EMQ Subsidy assistance)
- Wireless Internet Capability – Baffle Creek SES Group
- Replacement Mobile Phone – Calliope SES Group
- General items such as stationery, etc.

Some SES Groups may have purchased equipment from their own fundraising efforts, or had equipment donated, but Council has not been made aware of any such equipment.

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 staff member's responsibilities.

Council does not employ, and has not employed, any staff in SES positions on a full-time basis.

The Council does provide an honorarium to the SES Local Controller of \$7,500 per annum.

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

A breakdown of the SES Functions agreed between the Gladstone Regional Council and Emergency Management Queensland, as per the *Disaster Management Act 2003*, is shown in the table below:

SES FUNCTION	SES GROUP							
	Agnes Water	Baffle Creek	Calliope	Gladstone	Miriam Vale	Mount Larcom	Rosedale	Tannum Sands
Agency Support	✓	✓	✓	✓	✓	✓	✓	✓
Community Education	✓	✓	✓	✓	✓	✓	✓	✓
Flood Boat Operations	✓	✓	✓	✓	✓	x	✓	✓
Incident Management	✓	✓	✓	✓	✓	✓	✓	✓
Road Crash Rescue	x	x	x	x	x	x	x	x
Search	✓	✓	✓	✓	✓	✓	✓	✓
Special Rescue	x	x	x	x	x	x	x	x
Storm Response	✓	✓	✓	✓	✓	✓	✓	✓
Traffic Management	✓	✓	✓	✓	✓	✓	✓	✓
Vertical Rescue	x	x	✓	✓	x	x	x	✓

Table 4.1: Agreed Functions – Gladstone SES Unit

Generally, SES Groups in the Gladstone region performed the following tasks:

2009-2010

- Flood Boat Operations
- Storm Damage Operations
- Traffic Control at road crashes and other incidents
- Land Search
- Deployment to North Queensland following Severe Tropical Cyclone Ului

2010-2011

- Flood Boat Operations
- Storm Damage Operations
- Traffic Control at road crashes and other incidents
- Land Search
- Deployment to Theodore to assist with flood operations
- Deployment to North Queensland following Severe Tropical Cyclone Yasi

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

The Gladstone Regional Council allocates funding for the State Emergency Service as part of its annual budget.

The funding is allocated for administrative and operational costs, capital acquisition as well as building and vehicle maintenance.

Council either pays accounts directly through its financial system or reimburses the SES Group(s) depending on the circumstance.

The budget allocations were as follows:

Item Description	Financial Year	
	2009-2010	2010-2011
1. Base Funding (To cover operating expenses such as fuel, phone, electricity, administrative costs, minor training, etc.)	50,000	52,500
2. Vehicle Maintenance	7,500	15,000
3. Building & Equipment Maintenance	15,000	25,000
4. SES Local Controller Honorarium	7,500	7,500
5. Capital Acquisitions (Vehicles, etc)	120,000	100,000
6. Special Allocations (Minor projects and the like)	50,000	0
Total Budget Allocation:	\$ 250,000	\$ 200,000

Any remaining funds from both the 2009-2010 and 2010-2011 SES budget allocations were transferred to reserve to provide a "bank" for possible projects or unexpected maintenance costs and the like.

In addition to funding provided by Council, some of the SES Groups conduct fund raising activities and/or receive donations from business and industry.

Attachments:

- A. Funding Policy
- B. GRC SES Management Arrangements

Gladstone State Emergency Service Funding Arrangements**Gladstone Regional Council****Policy**

Topic	GLADSTONE STATE EMERGENCY SERVICE – FUNDING ARRANGEMENTS
Policy Number	P-3.11.01
Department	CORPORATE SERVICES
Statutory Authority	Disaster Management Act 2003
Date of Adoption	5 May 2009
Resolution Number	09/261
Amendments	This policy has not been amended

POLICY DETAIL:**1. BACKGROUND:**

- 1.1. A formal framework for the management and support of the State Emergency Service Units and Groups within the Gladstone Regional Council area is required.
- 1.2. As part of this framework it is necessary that a policy regarding the funding arrangements for the State Emergency Service is developed and implemented.
- 1.3. Given that funding for the State Emergency Service is sourced from:
 - the State Government, through the Department of Community Safety, and in particular Emergency Management Queensland, through:
 - the SES Recurrent Subsidy Program;
 - the SES Non-Recurrent Subsidy Program
 - Local Government through budget allocation, whether this be as a donation or as project/program funding;
 - allocations resulting from submissions to the Gaming Community Benefit Fund and like organisations;
 - donations from the community and/or organisations within the community; and/or
 - fund raising activities by each SES Group's various Support Groups or Social Clubs;
- 1.4. In today's climate it is unreasonable to expect volunteers to fundraise in order to provide an emergency service (in its entirety), particularly given

ATTACHMENT A

Gladstone State Emergency Service Funding Arrangements

the statutory training, and subsequent administrative requirements pertaining to SES volunteers.

- 1.5. SES volunteers are required to train in a number of different skills as they provide emergency and disaster support to a variety of organisations and the community. In delivering these services they are often impacted financially through lost wages and payment of costs to enable them to assist, not only in their own communities but often at other locations in the state (e.g. Cairns – TC Larry, Emerald for flooding, Brisbane & Blackwater for storm damage), and indeed inter-state as evidenced by the storms and flooding in the Hunter Valley region of New South Wales during 2007.
- 1.6. 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.
- 1.7. The State Emergency Service forms a significant part of this disaster response capability.

2. PROCESS:

- 2.1. That the GRC SES Management Group meets in May of each year to determine budget requirements, and funding allocations from the reserve fund, for the following financial year.
- 2.2. That the GRC SES Management Group meets again as required to reconsider applications should there be unallocated funds or should some projects be deferred.
- 2.3. That each SES Group be funded with a base amount per annum as an operational budget for costs associated with electricity, telephone, fuel, stationery, minor training activities and minor maintenance/repair to equipment.
- 2.4. That the Unit management component also be provided with a base funding amount to provide for travel, Unit management meetings, Unit conducted training activities/exercises and other associated costs.
- 2.5. That the Unit Management funding component of the overall SES budget allocation be provided to the Local Controller for management.
- 2.6. That this base funding is reviewed annually and amounts amended as determined. Such amendment may represent an increase or a decrease in base funding allocation on an individual Group basis.
- 2.7. That the Local Controller is paid an honorarium in recognition of the time and effort required in managing a SES Unit in the current and evolving environment.

Gladstone State Emergency Service Funding Arrangements

- 2.8. That a monetary reserve of a specified amount be provided to fund specific projects, minor equipment acquisitions and minor upgrades to facilities or similar matters.
- 2.9. That 20% of the reserve fund is held to cover operational costs not claimable through NDRRA or other means. Such funds to be available for allocation in accordance with 2.1 above at the May meeting of the GRC SES Management Group.
- 2.10. That each SES Group provides a funding submission, with supporting justification, to the SES Local Controller with regard to applying for access to this reserve fund.
- 2.11. Ideally, funding submissions should include:
 - updated details of 3-5 year operational and/or development plans for the progress of the Group;
 - details of past operational activities;
 - details of active membership, training activities and other data; and
 - justification of various items within the submission.
- 2.12. That, where a special allocation has been provided to a SES Group, the SES Group is to provide a financial report to demonstrate the appropriate use of such funding allocation.
- 2.13. These reports are to be submitted to the SES Local Controller and the Gladstone Regional Council by the end of April each year.
- 2.14. Council will support capital costs such as vehicles, buildings, significant equipment acquisitions (specialised or not) and/or significant upgrades/repairs to buildings.
- 2.15. This "capital" funding is to be considered in conjunction with the SES Non-Recurrent Subsidies Program delivered by the State Government and administered by Emergency Management Queensland.
- 2.16. As acquisitions of this nature incur significant cost, unused amounts are to be carried over to subsequent years.
- 2.17. Applications for such acquisitions are to be submitted to Council two months prior to the closing date of applications to EMQ to allow council submissions to be prepared and lodged.
- 2.18. That the SES Annual Budget also include funding for:
 - a vehicle maintenance and repair program; and
 - a building and equipment maintenance and repair program
- 2.19. The term "vehicles" includes passenger vehicles, trucks, light commercials, rescue trailers, boat trailers and flood boats.
- 2.20. Any unused moneys in the SES fund at the 30 June will be carried over to the following financial year.
- 2.21. That the SES Fund be reimbursed in each budget to ensure the continuation of these funding arrangements.

ATTACHMENT A

Gladstone State Emergency Service Funding Arrangements

3. POLICY REVIEW:

- 3.1. This policy is to be reviewed annually by the GRC SES Management Group and if amendments are necessary, these amendments to be submitted to a meeting of the Gladstone Regional Council for approval and adoption.

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[Redacted Signature]

CHIEF EXECUTIVE OFFICER

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Gladstone Regional Council SES Management Arrangements

GRC SES MANAGEMENT ARRANGEMENTS

SES Management Group

The Gladstone Regional Council has established a State Emergency Service Management Group to:

- 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.

Group Composition

This Group (known as the "GRC SES Management Group") comprises:

- The Deputy Chair of the LDMG (elected representative), as Chair;
- SES Local Controller;
- Local Disaster Coordinator, GRC; } Currently the same person
- Director Finance, GRC; }
- Coordinator, Disaster and Emergency Management, GRC; and
- Area Director, Emergency Management Queensland

Group Advisors

Other Council personnel act as advisors to this group on an as needs basis depending on their areas of expertise. Such advisors include, but not be limited to:

- Director Infrastructure Services;
- Property Manager;
- WH&S Manager; and
- Fleet Manager.