



20 September 2011

Justice C E Holmes
Commissioner
Queensland Flood Commission of Inquiry
GPO Box 1738
BRISBANE QLD 4001

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Gracemere Office
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Mount Morgan Office
32 Hall St, Mount Morgan

Yeppoon Office
70 Anzac Parade, Yeppoon

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Your Ref: Doc 1680138
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Dear Justice Holmes

RESPONSE TO REQUEST TO PROVIDE INFORMATION

Thank you for your correspondence dated 19 August 2011 (Attachment 1) in relation to the above request to provide information in regards to local SES operations.

Council provides the attached information to assist the Commission with it's examinations of matters relating to the State Emergency Service (SES).

In summary,

- Council supports 10 local SES Units
- The 10 local SES Units have 225 active members.
- Council appointed a fulltime permanent SES Local Controller on 23 November 2009. The base salary for this employee is \$71,905.20 per annum plus 12% superannuation plus a Council supplied car to undertake the duties.
- Council's annual operational budget to support local SES was \$347,315 in 2009/10 and \$352,400 in 2010/11.
- Council also funds capital works to support the SES with in excess of \$400,000 in works in Council's forward works programme.

Should you have any further enquiries regarding this matter please feel free to contact me on the above mentioned phone number.

Yours sincerely



Evan Pardon
Chief Executive Officer

Attachment 1

Copy of 'Requirement to Provide
Information to Commission of
Inquiry'

Our ref: Doc 1621333

19 August 2011

Mr Evan Pardon
Chief Executive Officer, Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

REQUIREMENT TO PROVIDE INFORMATION TO COMMISSION OF INQUIRY

I, Justice Catherine E Holmes, Commissioner of Inquiry, require the Chief Executive Officer, Rockhampton Regional Council to provide the following information, documents, records and other things to the Queensland Floods Commission of Inquiry pursuant to section 5 of the *Commissions of Inquiry Act 1950* (Qld), for each of the financial years 2009-2010 and 2010-2011:

1. The number of members in each State Emergency Service (SES) unit within the council area.
2. The equipment, if any, that the council provided the SES units.
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.
4. A description of the roles or tasks which SES units in the council area generally performed.
5. The form, amount and purpose of funding, if any, the council provided to SES units.

Material is to be provided to the Queensland Floods Commission of Inquiry by Friday, 23 September 2011.

Material required can be provided by post, email or by arranging delivery to the Commission by emailing info@floodcommission.qld.gov.au.



Commissioner
Justice C E Holmes

Rockhampton Regional Council SES Unit
Flood Commission Information as of the 30th of August 2011

| SES Group | SES 'Active' members | SES Agreed Functions of SES Group (Disaster Management Act) | Roles/Tasks undertaken during flood/storm events |
|-----------------|----------------------|---|---|
| Marlborough SES | 12 | Storm Damage, Land Search, Flood boat, Road Crash Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood boat operations, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Stange Bay SES | 17 | Storm Damage, Land Search, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Yaamba SES | 10 | Storm Damage, Land Search, Flood boat, Road Crash Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood boat operations, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Yeppoon SES | 41 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |

| | | | |
|-------------------------|----|---|--|
| Emu Park SES | 24 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Keppel Sands SES | 16 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Great Keppel Island SES | 3 | Storm Damage, Land Search, Vertical Rescue, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Rockhampton SES | 71 | Storm Damage, Land Search, Flood Boat, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood Boat, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Gracemere SES | 14 | Storm Damage, Land Search, Flood Boat, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood Boat, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |

| | | | |
|---------------|----|---|--|
| Mt Morgan SES | 17 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
|---------------|----|---|--|

Attachment 2

- * Local SES Groups
- * Local SES Membership numbers
- * Local SES Groups roles and tasks

Rockhampton Regional Council SES Unit
Flood Commission Information as of the 30th of August 2011

| SES Group | SES 'Active' members | SES Agreed Functions of SES Group (Disaster Management Act) | Roles/Tasks undertaken during flood/storm events |
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| Marlborough SES | 12 | Storm Damage, Land Search, Flood boat, Road Crash Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood boat operations, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Stanage Bay SES | 17 | Storm Damage, Land Search, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Yaamba SES | 10 | Storm Damage, Land Search, Flood boat, Road Crash Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Flood boat operations, Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
| Yeppoon SES | 41 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |

| | | | |
|---------------|----|---|--|
| Mt Morgan SES | 17 | Storm Damage, Land Search, Vertical Rescue, Traffic Management, Agency Support, Incident Management, Community Education, Fundraising | Evacuations, Traffic Management, Chainsaw Operations, Sandbagging, Working Safely At Heights, Incident Management , Communications, Community Engagement |
|---------------|----|---|--|

Attachment 3

- * SES Local Controller Position
Description
- * SES Local Controller
Remuneration breakdown

SES Local Controller POSITION DESCRIPTION

| | |
|-------------------------|--------------------------------------|
| Position Number: | 3165 |
| Department: | Infrastructure and Planning Services |
| Section: | Engineering Services |
| Unit: | Disaster Management |
| Position Status: | Permanent Full Time |
| Classification: | LGOA Level 5 |
| Reports To: | Disaster Management Officer |
| Revised: | June 2011 |

Why join our team...

This position supports Council's direction by managing the operational effectiveness of the local State Emergency Service unit, consistent with relevant Council and the Department of Community Safety – Emergency Management Queensland policies and guidelines.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

The person we're seeking will be able to...

The successful candidate must be able to fulfil the following position responsibilities.

- Manage all aspects of the local State Emergency Service Unit functions including administration, training and response to disaster and emergency operations.
- Develop, implement and maintain an SES Duty Officer system for attendance at emergencies and other situations, ensuring after hours attention is in place.
- Manage the selection process, in conjunction with RRC Disaster Management Officer and EMQ Area Director.
- Develop and implement public relations and education programs at local community level.
- Maintain and ensure the unit's members have the necessary skills to competently perform their roles within the Unit.
- Ensure the Unit performs its functions and other activities in a way that is consistent with established policies and procedures.
- Develop and implement appropriate recruitment strategies and campaigns to attract volunteer members.
- Coordinate and provide training for the members of the State Emergency Service, in accordance with current training policies, procedures and requirements.
- Support Emergency Service Cadet Groups and participate as a member of the Local Cadet Advisory Committees.
- Contribute to the development and maintenance of Rockhampton Regional Council Local Disaster Management Plan, Sub Plan and procedures as required.
- Advise and liaise between Council and the broader community in relation to issues concerning disaster management preparedness and operations.



SES Local Controller

POSITION DESCRIPTION

- Assist in the preparation of and monitor the operational and capital budgets pertaining to the SES.
- Accountable for maintenance and security of equipment on issue or loan to the Unit.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

How you will be assessed...

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated knowledge of State Emergency Service roles, responsibilities and practices.
- Ability to rapidly acquire the knowledge of disaster management concepts, principles, the role and responsibilities of local government in disaster management arrangements
- Competent in appropriate SES training modules identified within the SES Training Framework.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Demonstrated skills in conflict resolution, problem solving, research, negotiation and consultation.
- Demonstrated ability and experience in identifying and implementing training, and community education programmes.
- Demonstrated ability to work as part of a multi disciplinary team within a volunteer oriented and disaster management environment.

Desirable Qualifications and Experience

- Extensive experience as a member of a State or Territory Emergency Service.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's WH&S Obligations and Responsibility Statements and associated safety policies.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council.

Physical Requirements

- Ability to work in an office and outdoor environment.
- Available and willing to work flexible hours including nights and weekends and the ability to respond outside of normal working hours to disaster or emergency related events.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to complete a Functional Capacity Evaluation.

SES Local Controller POSITION DESCRIPTION

Delegations and Authorisations...

| | |
|----------------------------------|---|
| Financial Delegation | This position may have a financial delegation, please refer to the Financial Delegations Policy and your Supervisor to confirm your financial delegation. |
| HRM Delegation | A HRM delegation does not apply to this position. |
| Administrative Delegation | This position is required to obtain and hold the following: Report Writing: Granted. Sign Timesheets: Nil. Sign Correspondence: Granted. |
| Legislative Delegation | This position is required to obtain and hold the following: Transport Operations (Road Use Management) Act 1995. |
| Authorisation | A requirement of this position is to obtain the following authorisation/s through completing mandatory training: Nil. |

Position approval and acceptance...

| | |
|---------------------------|-------------------|
| Authorised By: | Strategic Manager |
| Signature: | |
| Date: | |
| Present Incumbent: | Edward Cowie |
| Signature: | |
| Date: | |



SES Local Controller Remuneration Breakdown

| | | |
|---------------------------|---|-----------------|
| Annual Base Salary | - | \$67,246 |
| Availability Allowance | - | \$4,659 |
| Superannuation (12%) | - | <u>\$8,069</u> |
| Total Remuneration | | \$79,974 |

Additionally, Council supplies a fully maintained vehicle to the Local Controller to undertake the duties required.



Attachment 4

- * Council's SES Budget figures 2009/10 and 2010/11
- * SES Local Groups Council supplied resources

ROCKHAMPTON REGIONAL COUNCIL SES GROUPS

Council supports the Rockhampton SES unit which consists of the following SES Groups:

- Rockhampton Group;
- Yeppoon Group;
- Emu Park Group;
- Gracemere Group;
- Mt Morgan Group;
- Yaamba Group;
- Marlborough Group;
- Stanage Bay Group;
- Keppel Sands Group;
- Great Keppel Island Group

The SES Unit is separated into four geographical regions for operational purposes as follows;

City Division: Rockhampton & Gracemere SES Groups
 Coastal Division: Yeppoon, Emu Park, Keppel Sands & Great Keppel Island Groups
 Western Division: Mt Morgan SES Group
 Northern Division: Marlborough, Stanage Bay & Yaamba Groups

SES Operational Budget

2010/11 provided by Council = \$352,400 (includes vehicle costs).

2009/10 provided by Council = \$347,315 (including vehicle costs).

Equipment Provided by Council

Vehicles – are generally purchased by Council and may be subject to receipt of a maximum \$15000 subsidy per vehicle from Department of Community Safety (EMQ) upon application. Not all applications are successful and therefore Council may incur the full cost of vehicle purchases. Council incurs all operation, maintenance, insurance and running costs of vehicles.

| Division | Type | Budgeted Cost | |
|-------------------|--|-----------------|-----------------|
| | | 2010/11 | 2009/10 |
| City Division | Toyota Hilux (Rockhampton) Two X Mitsubishi Triton 4x4 Dual Cab (Rockhampton) Isuzu Truck (Rockhampton) Mitsubishi Triton (Gracemere) | \$60000 | \$70000 |
| Coastal Division | Mitsubishi Triton 4x4 dual cab (Yeppoon) Troop Carrier (Yeppoon) Hilux Utility (Emu Park) Mitsubishi Triton 4x4 dual cab (Keppel Sands) | \$45000 | \$42000 |
| Western Division | Nissan Patrol (Mt Morgan) Isuzu Dual Cab (Mt Morgan) Ford Trader (Mt Morgan) | \$31000 | \$20000 |
| Northern Division | Mitsubishi Triton (Yaamba) Toyota Hilux (Marlborough) Isuzu Truck – road rescue vehicle (Marlborough) Toyota Hilux 4x4 (Stanage Bay) | \$30000 | \$42000 |
| Total: | | \$166000 | \$174000 |

Trailers – are generally provided by Department of Community Safety (EMQ) subject to needs identification by local SES groups, and submission of equipment request to EMQ. Council then incurs cost of operation, maintenance etc for the life of the equipment.

| Group | Type | Approx Annual Cost |
|---------------------|---|---|
| Rockhampton | Box Trailer X 3, 1X dual axle trailer | Operational & maintenance costs included within Councils general SES Operational budget |
| Yeppoon | 1 X dual axle trailer | |
| Emu Park | Box Trailer | |
| Mt Morgan | Box Trailer | |
| Yaamba | Box trailer | |
| Marlborough | Box Trailer X 2, 1 x storm damage dual axle trailer | |
| Stanage Bay | Box trailer | |
| Keppel Sands Group | Box trailer | |
| Great Keppel Island | Nil | |
| Gracemere | Box Trailer X 3 | |

Flood Boats – are provided by Department of Community Safety (EMQ) subject to their own internal assessment and acquisition processes. Council then incurs cost of operation, maintenance etc for the life of the equipment.

| Group | Type | Approx Annual Cost |
|---------------------|--|---|
| Rockhampton | 4.4m Slogger flood boat and trailer, 3.9m dinghy | Operational & maintenance costs included within Councils general SES Operational budget |
| Yeppoon | Nil | |
| Emu Park | Nil | |
| Mt Morgan | Nil | |
| Yaamba | Alf Stessel Flood boat | |
| Marlborough | 5.9m Swift flood boat and trailer | |
| Stanage Bay | Nil | |
| Keppel Sands Group | Nil | |
| Great Keppel Island | Nil | |
| Gracemere | 5.9m Swift flood boat and trailer | |

Facilities: All building facilities (except for Stanage Bay & Great Keppel Island) are provided by Council with associated maintenance and administration & equipment costs included within general SES Operational budget.

| Group | Facility Address | Approx Annual Cost |
|---------------------|--|--|
| Rockhampton | 90 Charles St Rockhampton | Maintenance and administration & equipment costs included within Councils general SES Operational budget |
| Yeppoon | McBean Street Yeppoon | |
| Emu Park | Hunter Street Emu Park | |
| Mt Morgan | 31 Pattison Street Mt Morgan | |
| Yaamba | Bruce Highway Yaamba | |
| Marlborough | Railway Street Marlborough | |
| Stanage Bay | Utilise Rural Fire Brigade shed for housing of equipment | |
| Keppel Sands Group | Musa Drive Keppel Sands | |
| Great Keppel Island | Utilise privately owned shed for housing of equipment | |
| Gracemere | Barry Street Gracemere | |

General Equipment: i.e. chainsaws, generators, vertical rescue equipment, road crash rescue equipment, ropes, ladders, PPE etc is generally provided by Department of Community Safety (EMQ) subject to needs identification by local SES groups, and submission of equipment request to EMQ. Council then incurs cost of operation, maintenance etc for the life of the equipment.

| Group | Type | Approx Annual Cost |
|---------------------|--|---|
| Rockhampton | General equipment required for each group to perform its specified functions. Functions of SES groups are as stipulated by the Chief Executive under the Disaster Management Act 2003. | Operational & maintenance costs included within Councils general SES Operational budget |
| Yeppoon | | |
| Emu Park | | |
| Mt Morgan | | |
| Yaamba | | |
| Marlborough | | |
| Stanage Bay | | |
| Keppel Sands Group | | |
| Great Keppel Island | | |
| Gracemere | | |

Proposed Unfunded Capital Projects: The following capital projects have been identified in support of SES – but remain unfunded within Council budgets.

| Group | Proposed Work | Approx Cost |
|-------------|--|---|
| Rockhampton | Headquarters facility 90 Charles St:- painting and general repairs | \$30000 |
| Yeppoon | Headquarters facility McBean Street: - Extension to facility required to house increased number of volunteers, improve veh & equipment storage capacity, & provide appropriate training & operation centre facilities Increase in number of power-points | \$360000 \$2000 |
| Emu Park | Headquarters facility Hunter St:- Upgrade – floor coverings and internal painting | \$5000 |
| Mt Morgan | Headquarters facility Pattison St:- Upgrade kitchen facilities Storage shed required External painting & general repair Walkway/footpath construction | \$5000 \$15500 \$25000 \$5000 |
| Marlborough | Headquarters facility Railway Street:- Building repairs & maintenance including external painting Garage upgrade Kitchen upgrade Toilet (external) upgrade | \$18000 \$10000 \$10000 \$5000 |